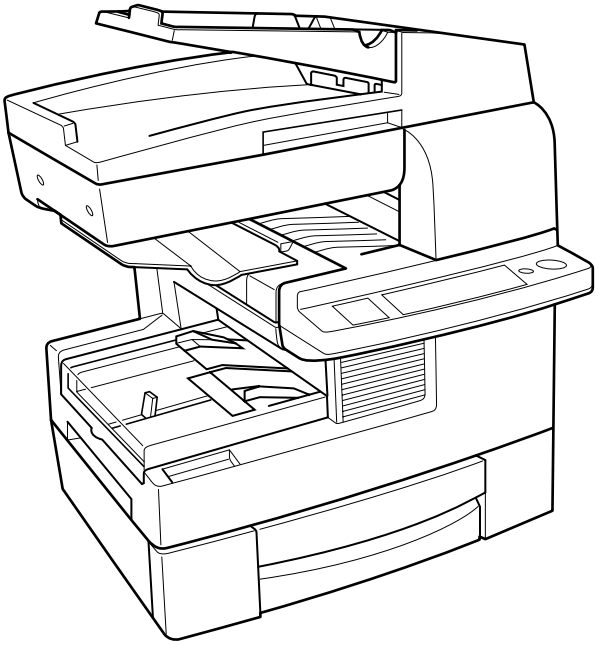
4007-7704-01

MINOLTA

Di151

Operator's Manual



energy

Using the Machine Properly

To ensure the optimum performance of the machine, follow the precautions listed below.

- Never place a heavy object on the machine.
- Never subject the machine to shocks.
- Never open any doors or turn the machine off while the machine is making copies.
- Never bring any magnetized object near the machine.
- Never use flammable sprays, liquids or gases near the machine.
- Never modify the machine, as a fire or electrical shock could result.
- Never remove any panel or cover which is secured. The machine contains high voltage components which can cause electrical shock.
- Never tamper with the laser mechanism in laser-equipped models, as blindness or other injury may result.
- Never drop paper clips, staples or other small pieces of metal through the vents or other openings in the machine, as a fire or electrical shock can result.
- Never place containers of liquid on the machine. If liquids get inside the machine, they can cause fire or electrical shock. If a piece of metal or any liquid gets inside the machine, immediately turn the machine off, unplug the power cord and call your technical representative. A fire or electrical shock can result if the machine remains plugged in or is operated after metal or liquid gets inside.
- Never leave the machine running if it becomes unusually hot, or if smoke or an unusual odor or noise is detected. Should any of these conditions occur, immediately turn the machine off, unplug the power cord and call your technical representative. A fire or electrical shock can result if the machine remains plugged in under any of these conditions.
- Always insert the power plug all the way into the outlet.
- Always make sure that the outlet is visible, clear of the machine or machine cabinet.
- Always provide good ventilation when making a large number of continuous copies.
- Never pull on the power cord, and always hold the plug when unplugging the power cord. A damaged cord could result in a fire or cause an electrical shock.
- Never unplug the power cord with a wet hand, as it could cause an electrical shock.
- Always unplug the power cord before moving the machine. Moving the machine with the power cord plugged in can damage the cord resulting in a fire or causing an electrical shock.
- Always unplug the power cord when the machine is not going to be used for a long time.
- Never place a heavy object on the power cord, or pull or bend it, as a fire or electrical shock can result.
- Always ensure that the machine does not sit on or move onto the power cord or communications cable of other electrical equipment, as malfunctioning equipment or a fire could result.

- Always ensure that the power cord or communications cable of other electrical equipment does not become wedged into the machine mechanism, as malfunctioning equipment or a fire could result.
- Always use the correct power voltage, as improper voltage can cause a fire or electrical shock.
- Never use a multiple outlet adapter, as a fire or electrical shock can result.
- Should the power cord become damaged, immediately turn the machine off, unplug the power cord and call your technical representative. A damaged cord can result in a fire or cause an electric shock.
- If an extension cord is needed, use one with a greater rated capacity than the maximum power requirements of the machine. The use of an extension cord that falls short of supporting the maximum power requirements can result in overheating or a fire.
- Always unplug the machine whenever anything unusual is observed during operation. Make sure that the outlet is nearby and clear of the machine and furniture.

NOTE

=Locate the machine in a Well Ventilated Room=

A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

Remarque

=Placer l'appareil dans une pièce largement ventilée=

Une quantité d'ozone négligeble est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsqu'une utilisation prolongée de l'appareil effectuée. Pour avoir la certitude de travailler dans un environnment réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

What is an ENERGY STAR® product ?

An ENERGY STAR® product has a special feature that allows it to automatically switch to a “low-power mode” after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

Recycled Paper (USA market only)

Your Minolta Machine has been designed to use the following Recycled Paper

Minolta Recycled Bond 20% Post Consumer Waste	Item NO. 8925 701

Thank you for choosing Minolta quality. For over 30 years Minolta has been a leader on the forefront of office equipment technology and service. Our desire has always been to bring you highly reliable products. We pledge to continue to provide you, our customer, with our state of the art equipment, as well as full customer service for all our products. We look forward to a long healthy relationship with you and our company. If you have any questions or comments about Minolta, our product or service, please let us know. Our fax number is 800-237-8087 (for U.S.A. and Canada). Thank you again.

This operator's manual explains how to operate the copier and replenish its supplies. It also gives some troubleshooting tips as well as general precautions to be observed when operating the copier.

To ensure the best performance and effective use of your copier, read this manual carefully until you familiarize yourself thoroughly with the copier's operation and features. After you have read through the manual, keep it ready for reference.

Please use this manual as a quick and handy reference tool for immediately clarifying any questions which may arise.

MC-F01

FCC Part 15-Radio Frequency Devices

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interface, and (2) this device must accept any interface received, including interface that may cause undesired operation.

WARNING
This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

The design and production of this unit conforms to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

WARNING
This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under FCC rules.

Interference-Causing Equipment Standard (ICES-003 Issue 3)

This Class A digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

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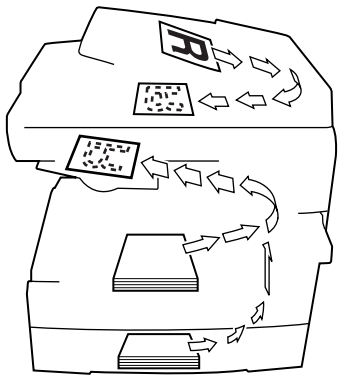
Terms and Symbols for Original Types and Copy Paper

A few special terms and symbols are used in this manual to designate types of originals and copy paper. This page explains about these terms and symbols.

Feeding Direction (copy paper path)

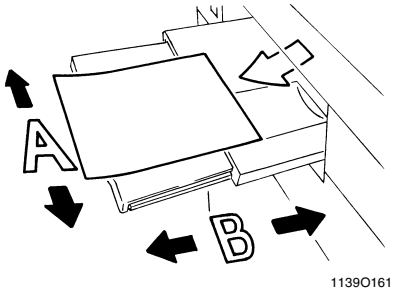
Paper that has been loaded into the machine will be fed from the right side. The copies will be output facedown from the central part of the machine.
The arrow that appears in the illustration below indicates the directional orientation of paper as it is fed into the machine.



"Width" and "Length"

When we talk about the size of the original or copy, we call side A "width" and side B "length."

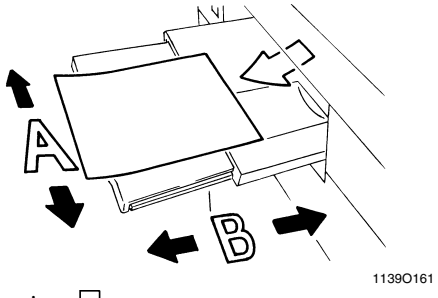
A: width
B: length



Terms and Symbols Used

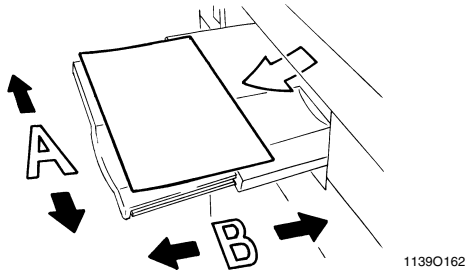
<Lengthwise ▭>

When the original or copy has a "length" longer than its "width," we call it "lengthwise" and use symbol "L" or " ▭ ."



<Crosswise ▯>

When the original or copy has a "length" shorter than its "width," we call it "crosswise" and use symbol "C" or " ▯ "



Safety Information

Laser Safety

This is a digital machine which operates by means of a laser. There is no possibility of danger from the laser, provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

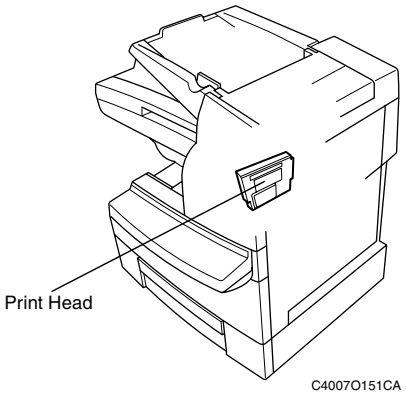
This machine is certified as a Class 1 laser product. This means the machine does not produce hazardous laser radiation.

Internal Laser Radiation

Maximum Radiation Power: 1.03 mW at the laser aperture of the print head unit.

Wavelength: 770–810 nm

This product employs a Class 3b Laser Diode that emits an invisible laser beam.
The Laser Diode and Scanning Polygon Mirror are incorporated in the print head unit.
The print head unit is NOT A FIELD SERVICE ITEM.
Therefore, the print head unit should not be opened under any circumstances.



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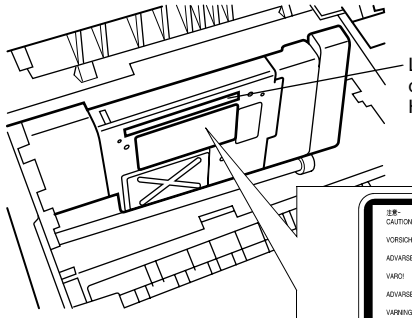

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CAUTION- INVISIBLE LASER RADIATION WHEN OPEN AVOID EXPOSURE TO BEAM
VORSICHT- UNSICHTBARE LASERSTRAHLUNG WENN ABDECKUNG GEÖFFNET NICHT DEM STRAHL AUSSETZEN
ADVARSEL- USYNLIG LASERSTRÅLING NÅR DEKSEL ÅPNES UNNGÅ EKSPONERING FOR STRÅLEN
VARO! AVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE ÄLÄ KATSO SÄTEESEEN
ADVARSEL- USYNLIG LASERSTRÅLING VED ÅBNING UNDGÅ UDSÆTTELSE FOR STRÅLING
VARNING- OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD STRÅLEN ÄR FARLIG

1167P001AA

CAUTION LABEL

CDRH regulation

This machine is certified as a Class 1 Laser product under the Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U. S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown to page viii indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

> **CAUTION**: Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770–810 nm.

For European Users

CAUTION: Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770–810 nm.

For Denmark

ADVARSEL
Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion.
Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 5 mW og bølgelængden er 770–810 nm.

For Finland, Sweden Users

LUOKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

VAROITUS!
Laitteen käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin suurin teho on 5 mW ja aallonpituus on 770–810 nm.

VARNING!
Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

VARO!
Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 5 mW och våglängden är 770–810 nm.

VARNING!
Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

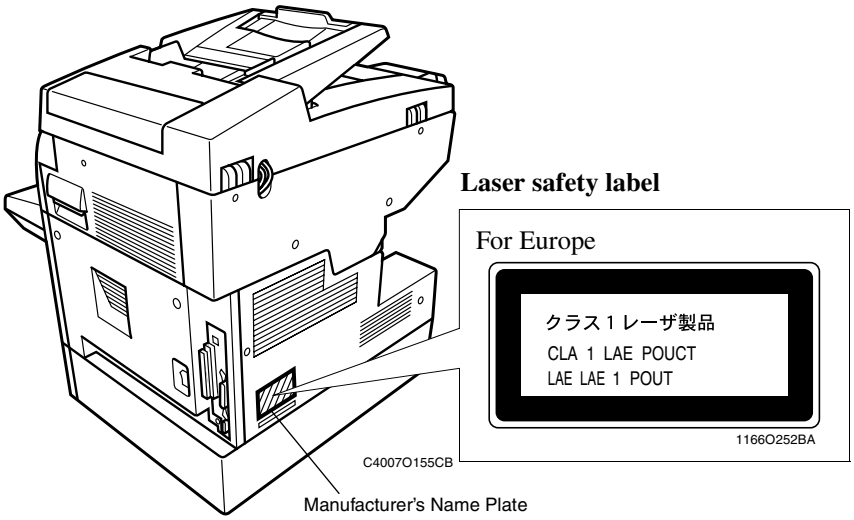
For Norway

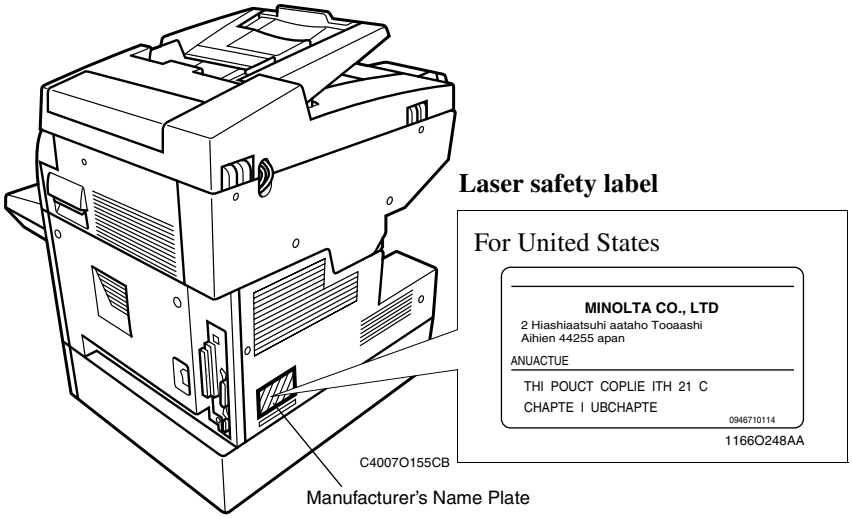
ADVERSEL
Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 5 mW og bølgelengde er 770–810 nm.

Laser Safety Label

A laser safety label is attached to the outside of the machine as shown below.





The Manufacturer's Name Plate is affixed at the position illustrated above.
Please write down the Model Name and Serial No. of your machine here.

Model:
Serial No.:

Chapter 1

Safety Notes

1. Installation

The Installation Site

To ensure utmost safety and prevent possible malfunctions of the unit, install it in an environment that meets the following requirements.

- ◆ An area away from curtains or any flammable object.
- ◆ An area where the unit will not come into contact with water or liquids.
- ◆ An area free from direct sunlight.
- ◆ An area that is not subject to the direct stream of air from an air conditioner, heater or ventilator.
- ◆ A well-ventilated area.
- ◆ A dry area.
- ◆ A dust-free area.
- ◆ An area that is not subject to vibration.
- ◆ A stable, level location.
- ◆ An area that is free from ammonia or any other organic gases.
- ◆ An area in which people will not be in the direct contact of exhaust that may be emitted from the unit.
- ◆ An area away from gas stoves or other combustible devices.

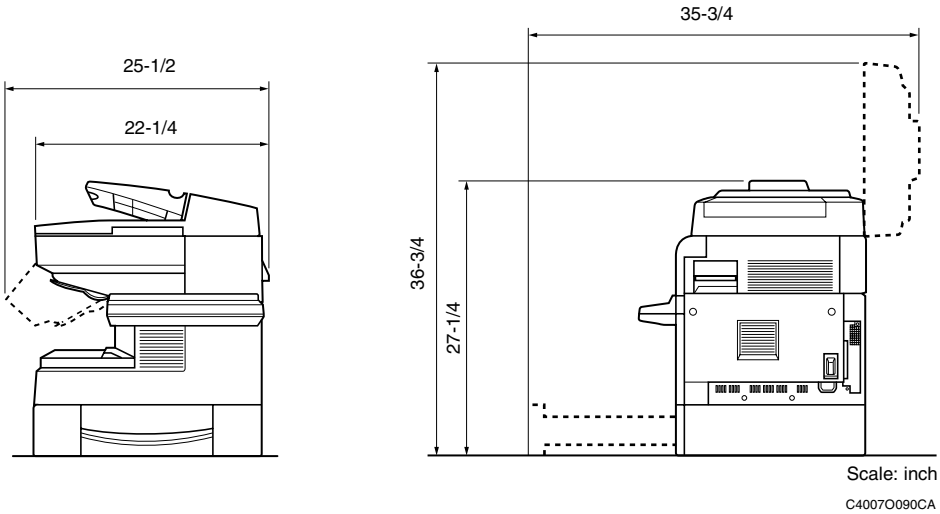
Power Source

The power source voltage requirements for the unit are as follows.

- ◆ Use a power source with little voltage fluctuation.
  - Voltage Fluctuation: Within ±10 %
  - Frequency Fluctuation: Within ±3 Hz

Space Requirements

The recommended space requirements detailed below are designed to provide easy access for printer operation, the replenishment of consumables and maintenance.



* At least 6" of space is needed on the right and back sides of the unit to ensure proper ventilation.
* The dimensions of the model shown include an Automatic Document Feeder and Paper Feed Unit.

2. Precautions

Operating Environment

The operating environmental requirements of the unit are as follows.

Temperature: 10–30 °C (50–86 °F) with a fluctuation of up to 10 °C (18 °F) per hour.
Humidity: 15–85% with a fluctuation of up to 20% per hour.

Proper Use of the Machine

To ensure the optimum performance of the machine, follow the precautions listed below.

- NEVER place a heavy object on the machine or subject the machine to sudden shocks or movement.
- NEVER open any of the doors of the machine or turn OFF the machine during operation.
- NEVER allow the machine to come into contact with magnets, flammable gases or liquids.
- ALWAYS insert the power plug securely and completely into the outlet.
- ALWAYS make sure that the power source of the machine is visible and free from obstruction.
- ALWAYS provide proper ventilation in the room when generating a large number of continuous copies.

NOTE
A small amount of ozone is generated during normal operation of the machine. An unpleasant odor may, however, be noticeable in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy and safe operating environment, it is highly recommended that the room be well ventilated.

Moving the Machine

Contact your service representative should you ever have to move or relocate the machine.

Storing and Handling Supplies

Follow these guidelines for handling machine supplies (imaging cartridge, paper, etc.).

- ALWAYS store supplies under the following conditions.
  - Free from direct sunlight.
  - Away from any device that generates heat.
  - Protected from humidity.
  - Protected from dust.
- Store paper, which has been removed from its wrapper but not loaded into the machine in a sealed plastic bag and keep in a cool, dark place.
- Only use imaging cartridge products that are specifically designed for use with this machine.
- ALWAYS keep supplies for the machine out of the reach of infants and small children.
- Wash your hands with soap and water should they come into contact with the toner.

Legal Restrictions on Copying

Certain types of documents must never be copied by the machine for the purpose or with the intent to pass copies of such documents off as the original. The following is not a complete list but is meant to be used as a guide to responsible copying.

Financial Instruments
- Personal checks
- Travelers checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

Legal Documents
- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

General
- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies or works of art without permission of the copyright owner.

◆ When in doubt about the nature of a document, consult with legal counsel.

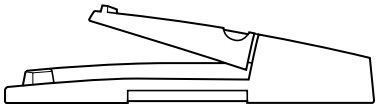
Chapter 2

Getting to Know Your Machine

1. The Various Parts of the Machine

Parts of the machine and what they do

◆ **Automatic Document Feeder AF-8 <Option>**
Feeds and copies one sheet at a time.



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◆ **Original Cover <Option>**
Secures the original to be copied.

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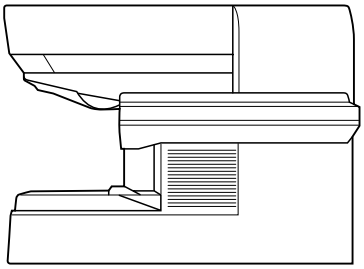

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◆ **Memory for Copier (16MB/32MB) <Option>**
Expands the memory capacity of the machine.

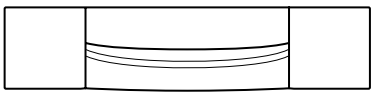
◆ **Fax Unit for Di151 <Option>**
Allows the machine to support facsimile functions.

◆ **Printer Controller Pi1501 <Option>**
Allows the machine to support printer functions.

◆ **Twain Driver <Option>**
Allows the machine to support scanner functions.

◆ **Di151**
The machine is equipped with a paper tray that is capable of holding up to 250 sheets of paper. By using the Manual Bypass Tray, it is possible to feed additional sheets of paper or specialty papers into the machine individually.

◆ **Paper Feed Unit PF-116 <Option>**
Allows the machine to store up to 500 additional sheets of paper.



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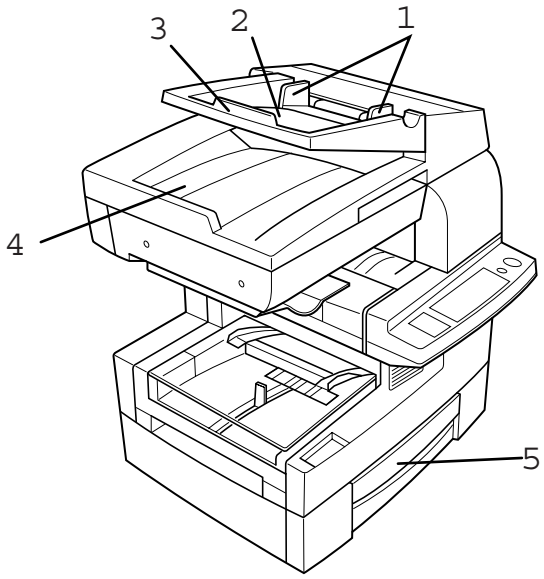
Options



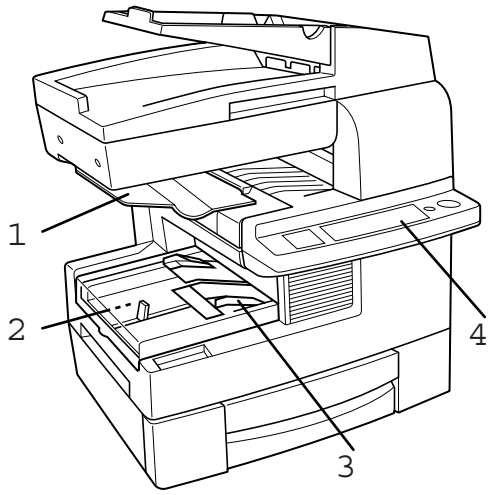
Automatic Document Feeder <Option>

1	**Document Guide Plates:**	Adjusted to the size of the original document.
2	**Document Feed Tray:**	Loaded with the document facing upward.
3	**Document Feed Tray Extender:**	Pulled out to support large documents.
4	**Document Exit Tray:**	Receives the document after it is read by the machine.

Paper Feed Unit <Option>

5	**Paper Drawer:**	Holds up to 500 sheets of paper.

Parts of the machine and what they do



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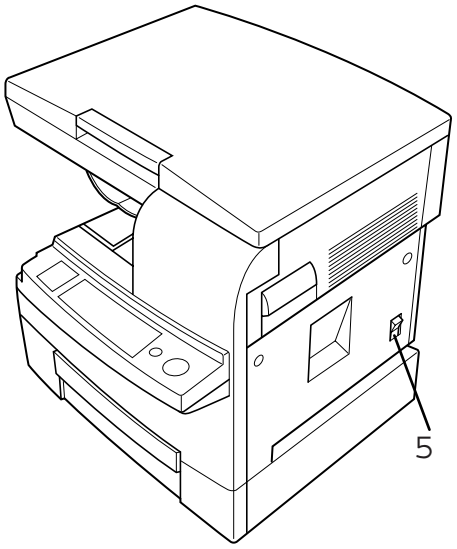

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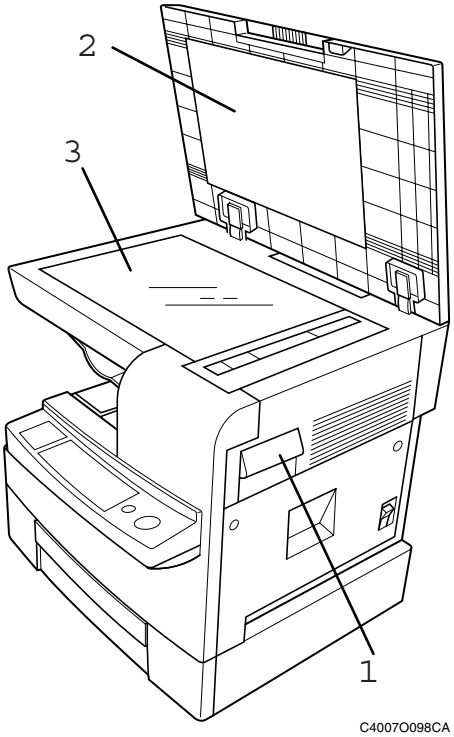
1	**Copy Tray:**	Copies are output into this tray.
2	**Paper Tray:**	Holds up to 250 sheets of paper.
3	**Manual Bypass Tray:**	Use to feed paper into the machine manually. ☞ p. 5-6
4	**Control Panel:**	Use to control copy and other functions of the unit. ☞ p. 2-6
5	**Power Switch:**	Use to turn power to the unit ON and OFF. ☞ p. 2-8

Inside the Machine



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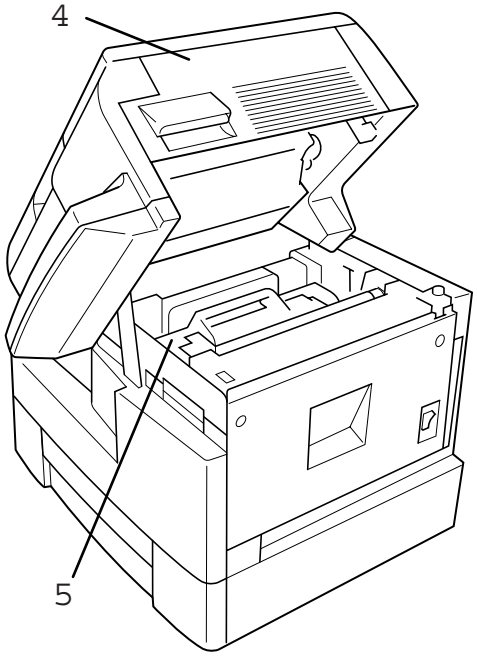
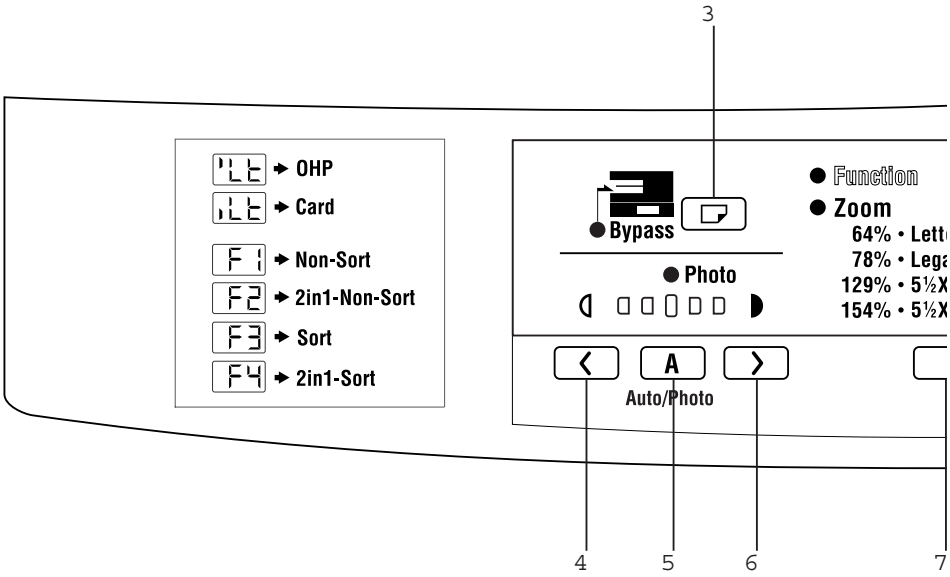


C4007O099CA

1 **Lock Release Lever:**	Pulled when replacing the imaging cartridge or removing paper misfeeds.
2 **Original Pad:**	Secures the original for copying.
3 **Original Glass:**	Original is placed on top of this surface for copying.
4 **Upper Half of Machine:**	Opened under the following circumstances: • When replacing the imaging cartridge. ☞ p. 5-4 • When clearing a misfeed. ☞ pp. 5-8, 5-9, 5-10
5 **Imaging Cartridge:**	Transfers the document onto the paper.

2. The Functions of the Control Panel

Control Panel



1 **Start Key**
- Press to start a copy cycle.

2 **Clear/Stop Key**
- Press to cancel a copy operation.
- Press to reset the Copies setting to "1". ☞ p. 3-11
- Press to return the zoom ratio setting to 100%. ☞ p. 3-13
- Press for three seconds to enable the total check function. ☞ p. 4-2

3 **Paper Select Key**
- Press to select the drawer that contains the desired paper size. ☞ p. 3-6

4 **Exposure Control Key (Lighter)**
- Use to manually adjust the density of the document. Image will become lighter by pressing this key. ☞ p. 3-14
- Press for three seconds to enter the User's Choice mode. ☞ p. 4-4

5 **Auto Exposure Mode Key**
- Press to select either the Auto Exposure Mode, the Manual Exposure Mode or the Photo Mode. ☞ pp. 3-14, 3-15

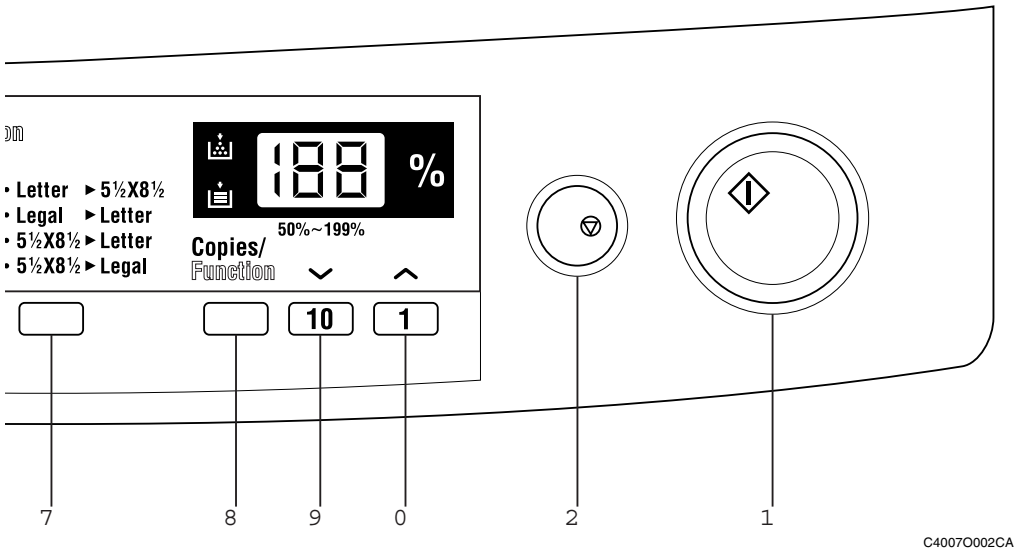
6 **Exposure Control Key (Darker)**
- Use to manually adjust the density of the document. Image will become darker by pressing this key. ☞ p. 3-14

7 **Zoom Key**
- Press to change the zoom ratio.
- Use to select the standard zoom ratio. ☞ p. 3-12

8 **Copies/Function Key**
- Use to change the copies setting and the Function Mode settings.
  Copies setting ☞ p. 3-11
  Function Mode setting ☞ p. 3-16

9 **10 Key** 10
- Use to change the values for each setting.

10 **1 Key** 1
- Use to change the values for each setting.



Display Panel

Add Toner Indicator

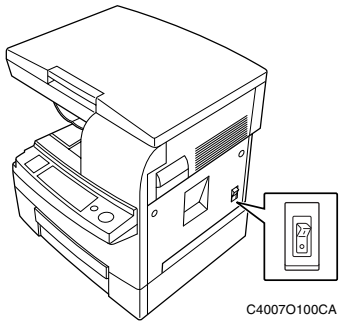
Indicates that the toner supply is running low. Replace the imaging cartridge. ☞ p. 5-4

Add Paper Indicator

Indicates that the selected drawer is out of paper. Replenish the paper supply. ☞ p. 5-6

3. Turning the Machine ON and OFF and Enabling the Initial Mode

Turning ON and OFF



- Turning the Machine ON

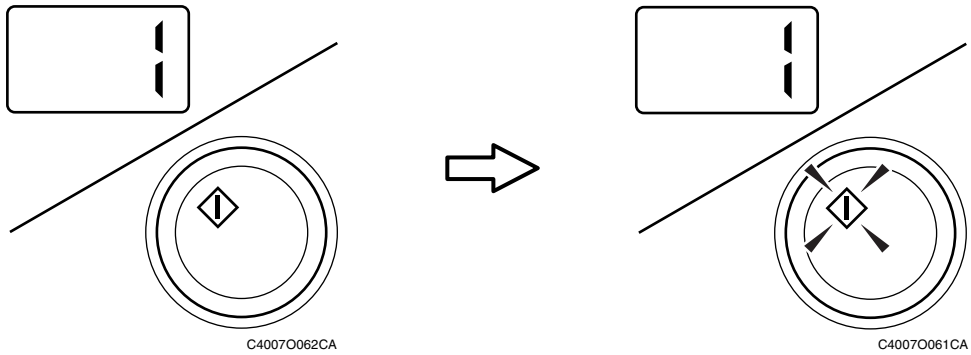
  Press the Power Switch to the ❙ (ON) position.
- Turning the Machine OFF

  Press the Power Switch to the ○ (OFF) position.

If you turn off the Power Switch in sleeping mode, the green light of Start Key does not turn off for a while.

When the Machine is Turned ON

The unit will enter a warm up mode. In about 30 seconds the machine will be ready to operate and the Start Key will become lit.



Initial Mode

When power to the unit is turned ON, the Initial Mode screen will appear in the message display. The Initial Mode is a standard mode for generating copies.

- ◆ **Copies:** **1**
- ◆ **Paper Drawer:** **Paper Tray**
- ◆ **Zoom:** **100%**
- ◆ **Exposure:** **Auto Exposure Mode**
- ◆ **Function Mode:** **Non-Sort Mode (F1)**

* The Function Mode will change to Sort if the machine is equipped with an Auto Document Feeder and Expansion Memory.

Useful Tip

The Initial Mode can be changed. For details, see User's Choice. ☞ *p. 4-4*

4. Auxiliary Functions

Auto Panel Reset Function

The unit automatically returns to the Initial Mode without pressing the Clear/Stop Key one minute after a copy operation has completed or one minute after the last operation key was pressed.

Useful Tip

The period of time until the Auto Panel Reset Function is released can be changed through the User's Choice Mode. Please refer to the section of this manual that explains the "User's Choice Mode" for details. ☞ *p. 4-4*

Sleep Function

If the unit is not operated for a specified period of time, the Sleep Function will be enabled, putting the unit into standby. The default setting is 15 minutes of standing time before this function is enabled. The Sleep Function is disabled as soon as the Start Key is pressed.

Useful Tip

The period of time before the Sleep Function is enabled can be changed through the User's Choice Mode. Please refer to the section of this manual that explains the "User's Choice Mode" for details. ☞ *p. 4-4*

Chapter 3

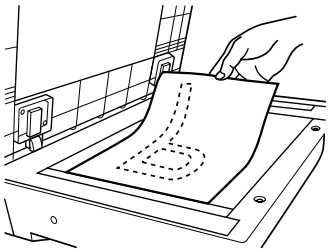
Making Copies

1. How to Copy Documents

- Generally, full size copies are reproduced at a zoom ratio of 100%.
  To make a Full-size copy on paper of the same size as the original, set the document (step 1), specify the number of copies to be generated (step 6), and press the Start Key (step 7).
  (* The default paper tray, zoom ratio and auto exposure settings are automatically selected in the Initial Mode.)

- Performing the operations indicated by ▪▪▪➡ will allow you to adjust the exposure and zoom ratio of the copy as well as enable the 2in1 Mode.

1. Setting the document.
- Open the Original Cover and set the document face down onto the glass.



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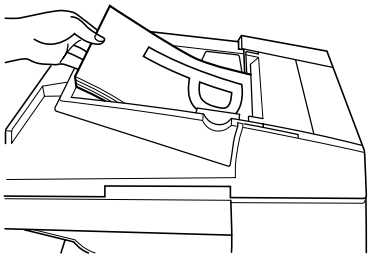
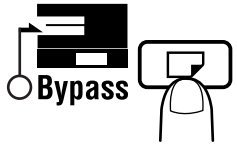
- Set the document face up into the Automatic Document Feeder.



C4007O102CA

To change the paper tray ▪▪▪➡

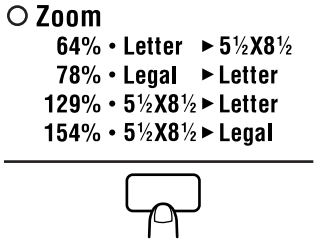
2. Selecting the paper tray.
- Select the desired paper tray using the Paper Select Key.
  ☞ p. 3-6



C4007O045CA

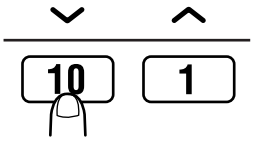
To change the zoom ratio ▪▪▪➡

3. Selecting the zoom ratio.
- Select the desired zoom ratio using the Zoom Key.
  ☞ p. 3-12



C4007O049CA

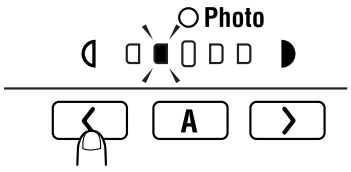
- Select the desired zoom ratio using the 10 or 1 Key.
  ☞ p. 3-13



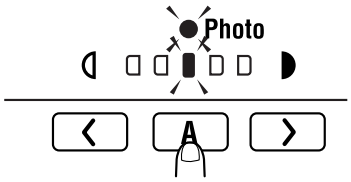
C4007O055CA

To change the exposure level

4. Selecting the Copy Density Mode.
- Press the Exposure Control Keys to specify the desired level of density. ☞ p. 3-14
- Press the Auto Exposure Mode Key to switch between Auto Exposure Mode and Photo Mode. ☞ p. 3-14



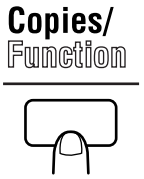
C4007O041CA



C4007O042CA

To change the Function Mode

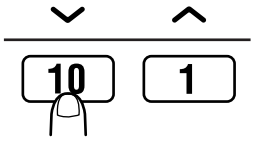
5. Selecting the Function Mode.
- Use the Copies/Function Key to specify the desired Function Mode. ☞ p. 3-16



C4007O054CA

6. Specifying the number of copies to be made.
- Use the 10 Key or 1 Key to specify the number of copies or groups of documents to be copied. ☞ p. 3-11

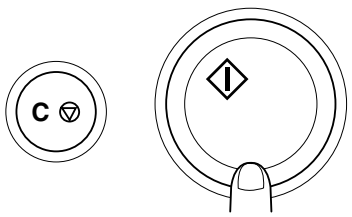
* Up to 100 copies can be specified.
* Press the Clear/Stop Key if the wrong number is entered.



C4007O055CA

7. Generating copies.
- Press the Start Key.

* Press the Clear/Stop Key to stop the operation if necessary.



C4007O053CA

2. Setting the Original Document

When using the Automatic Document Feeder

With the Automatic Document Feeder, originals placed into the Document Feed Tray are fed in one sheet at a time, copied, then fed out. Please follow the instructions provided when using this device. Failure to follow these instructions may cause a misfeed damage to the original or other complications.

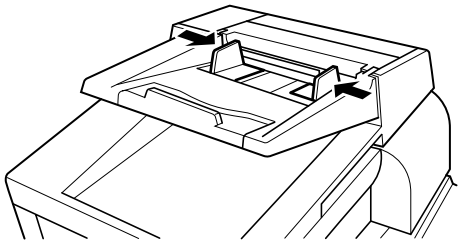
◆ Originals should follow these standards
Type of Paper: Plain paper(13–29 lbs.)
Paper Size: Legal L–Half Letter (Invoice) L

◆ Originals that are not compatible with the Automatic Document Feeder
- Typing paper, paraffin paper and other thin paper types.
- Thick paper.
- Sizes that are larger than Legal L or smaller than Half Letter (Invoice) L.
- OHP transparencies, tracing paper or other transparent paper types.
- Wrinkled, folded, curled or torn originals.
- Originals that are stapled or are attached with paper clips.
- Carbon paper or paper with coated surfaces.

* To produce copies from an original document described above, place it on the Original Glass.
☞ p. 3-5

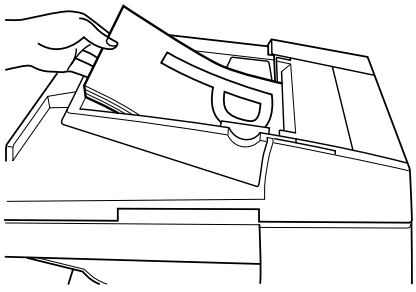
How to set originals

1 Adjust the Document Guide Plates to the size of the document.



C4007O103CA

2 Set the document so that the side that you wish to copy is facing up.



C4007O102CA

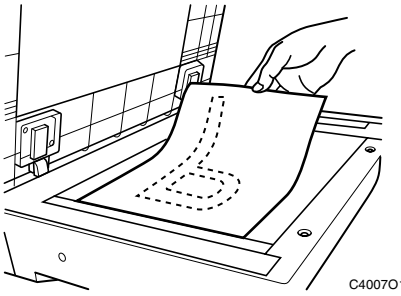
NOTES
- *The maximum number of originals that can be loaded is 50.*
- *Make sure that the top of the stack does not exceed the ▼ mark.*
- *Be sure to place the original document as shown in the illustration (step 2).*
- *Adjust the Document Guide Plates so that they make contact with the sides of the stack. The stack may not feed properly if the Document Guide Plates do not secure the stack in place.*

Setting the original onto the glass

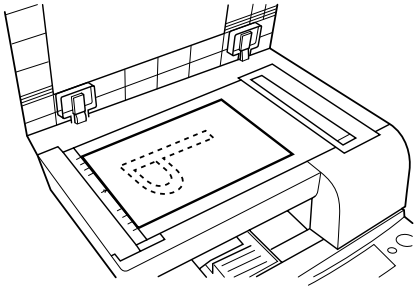
General Documents

<When setting documents of plain or thick paper types>

1 Open the Original Cover.
Set the document onto the glass with the side that you wish to copy facing down.


C4007O101CA

2 Align the center of the original with the scale marker.


C4007O136CA

3 Gently close the Original Cover.

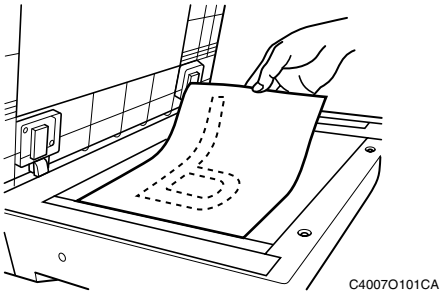
NOTES

- *When copying larger documents that are bound together, such as the pages of a book, do not close the Original Cover of the machine.*
- *Do not place documents that exceed 6-1/2 lbs. onto the Original Glass. Do not press or apply pressure upon original documents once they have been placed on top of the Original Glass as damage may result.*
- *Do not look directly at the bright beam of light that is emitted through the Original Glass during operation.*

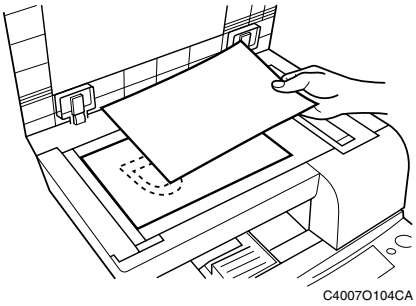
Transparent Documents

<When setting OHP transparencies or tracing paper>

1 Follow the same procedure as described for general documents.


C4007O101CA

2 Place a blank sheet of paper of the same size as the original on top of the original.

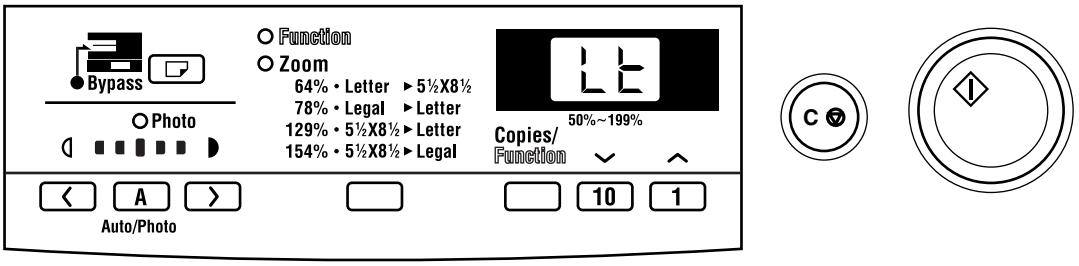

C4007O104CA

3 Gently close the Original Cover.

3. Selecting Paper Trays

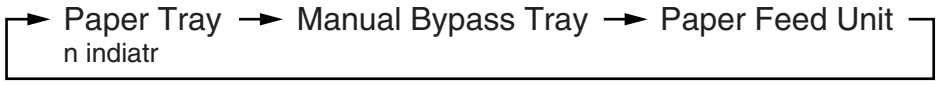
How to select a paper tray

Paper trays are selected using the Paper Select Key.
You can select from the Paper Drawer, the Paper Feed Unit and the Manual Bypass Tray depending on the configuration of your copy application.



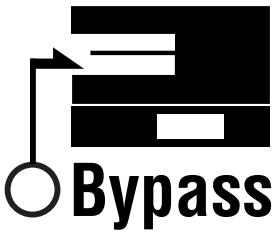
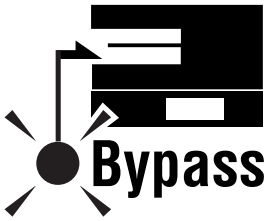
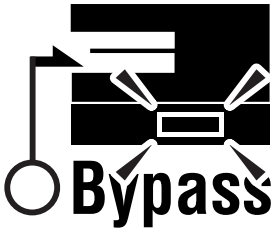
C4007O056CA

The paper tray options can be selected as follows by pressing the Paper Select Key.



C4007O143CA

The "Manual Bypass" indicator will become lit when the Manual Bypass Tray is selected. The "Paper Feed Unit" indicator will become lit when the Paper Feed Unit is selected. No indicator will become lit when the Paper Tray is selected.

Paper Tray	Manual Bypass Tray	Paper Feed Unit
		
C4007O034CA	C4007O035CA	C4007O036CA

NOTE

Be sure to change the "U7: Paper Size Select" User's Choice setting whenever a different size of paper is loaded into the Paper Tray. ☞ *p. 4-6.*

Useful Tips

- *The Paper Tray is prioritized when the Initial Mode is enabled. The Paper Feed Unit can be prioritized in the Initial Mode through the User's Choice Mode.* ☞ *p. 4-8*
- *Should the paper supply run out while copies are being output from the Paper Tray, copying can continue through the Paper Feed Unit if the same size paper has been loaded into the Paper Feed Unit. This feature is called Auto Tray Switching.*

Using the Manual Bypass Tray

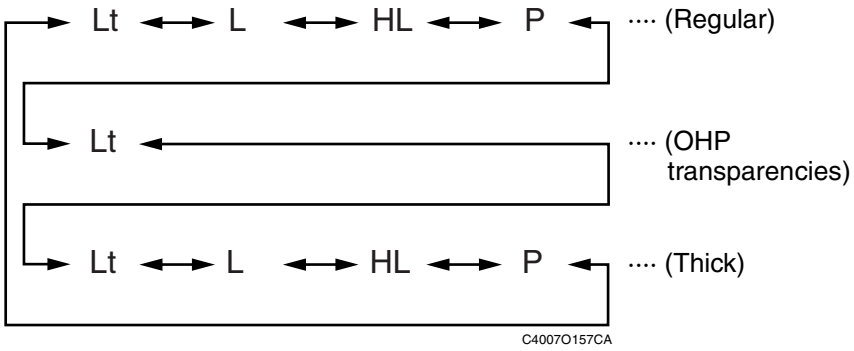
Use this tray to copy documents onto paper that is not otherwise loaded into the machine or to copy onto OHP transparencies or specialty paper types.

Paper and media supported by the Manual Bypass Tray

◆ Types of Paper
Regular paper (16–24 lbs.)
Thick paper (24–41-3/4 lbs.)
OHP transparencies

◆ Paper Size
Letter L, Legal L, Half Letter (Invoice) L
Maximum: 8-1/2" × 14"
Minimum: 5" × 7-1/4"

* When the Manual Bypass Tray is selected, the paper size and type appear in the display. Use the [10] Key and [1] Key to change these settings to match the size and type of the installed paper. Each press of the keys changes the settings as shown below.



C4007O157CA

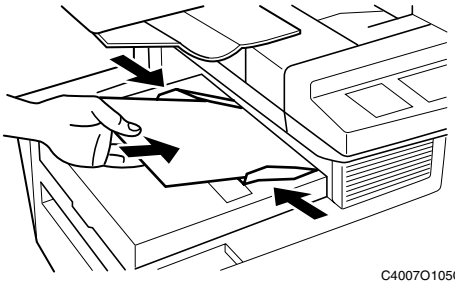
Display

C4007O030CA	Regular paper (Letter)
C4007O031CA	Thick paper (Letter)
C4007O032CA	OHP transparencies (Letter)
C4007O033CA	Free Size

Loading the paper (standard sizes)

1 Set the original document.

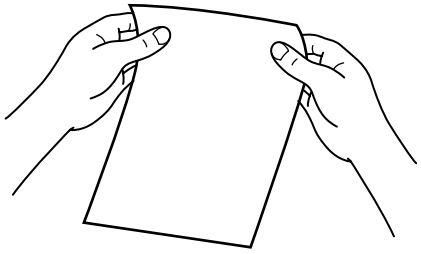
2 Insert the paper as far as possible into the Manual Bypass Tray. Be sure to adjust the Document Guide Plates to fit the paper.



C4007O105CA

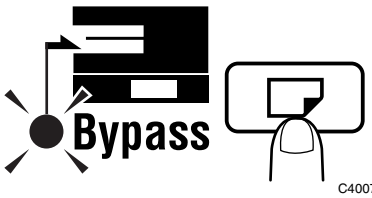
NOTES

- *Be sure to feed the paper one sheet at a time.*
- *Curl the edges of the paper upwards before setting the paper into the machine.*



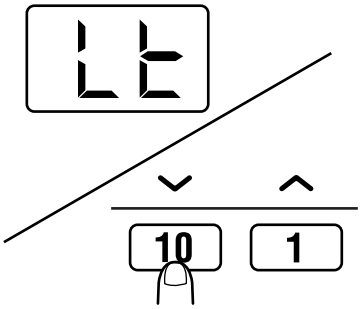
C4007O156CA

3 Select the Manual Bypass Tray by pressing the Paper Select Key.



C4007O046CA

4 Select the proper paper size and type using the [10] and [1] Keys.
(Example) Regular paper (Letter size)



C4007O063CA

NOTE

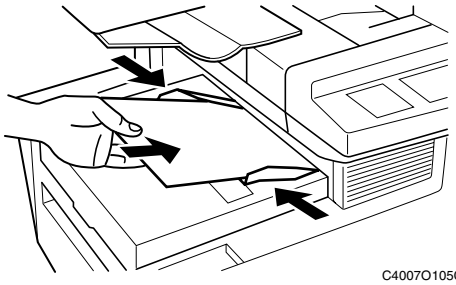
Be sure to set the paper type properly when copying onto OHP transparencies or thick paper.

5 Press the Start Key.

Loading the paper (non-standard sizes/free sizes)

1 Set the original document.

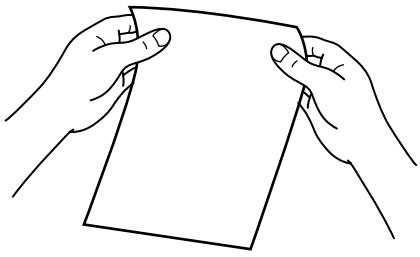
2 Insert the paper as far as possible into the Manual Bypass Tray. Be sure to adjust the Document Guide Plates to fit the paper.



C4007O105CA

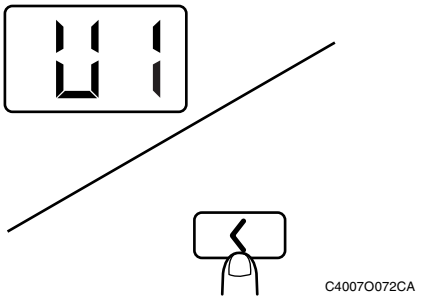
NOTES

- *Be sure to feed the paper one sheet at a time.*
- *Curl the edges of the paper upwards before setting the paper into the machine.*



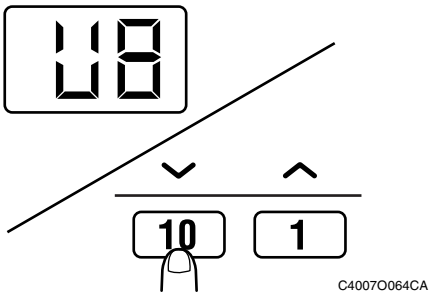
C4007O156CA

3 Press and hold the Exposure Control Key (Lighter) for three seconds. The User's Choice Mode will be enabled and "U1" will appear in the display.



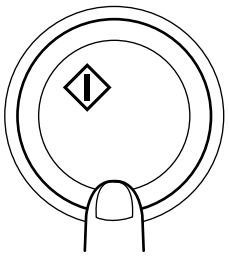
C4007O072CA

4 Press the [10] Key or the [1] Key to display "U8".



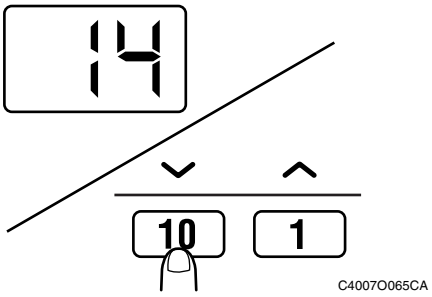
C4007O064CA

5 Press the Start Key.



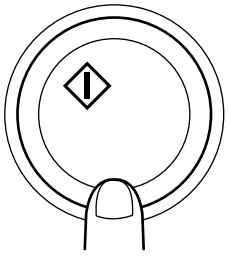
C4007O052CA

6 Press the [10] Key or the [1] Key to display the paper width code. Refer to "Manual Feed Input Size" for details.
☞ p. 4-6
(Example) Paper Width: 5-1/4"



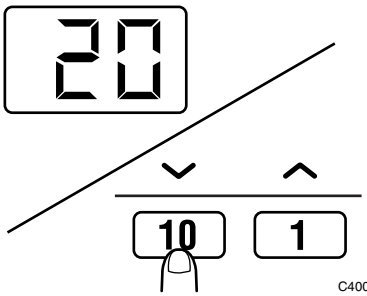
C4007O065CA

7 Press the Start Key.



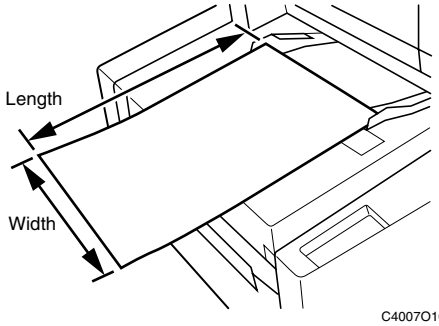
C4007O052CA

8 Press the 10 Key or the 1 Key to display the paper length code. Refer to "Manual Feed Input Size" for details.
☞ p. 4-6
(Example) Paper width: 7-3/4"



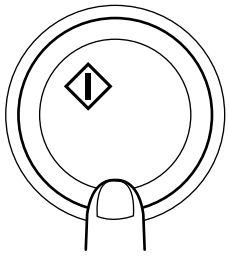
C4007O066CA

NOTE
The value entered for the paper length must be larger than the entered paper width.

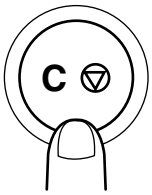


C4007O108CA

9 Press the Start Key.

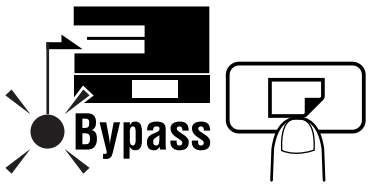

C4007O052CA

10 Press the Clear/Stop Key twice.



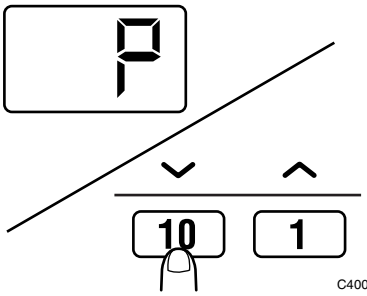
C4007O051CA

11 Select the Manual Bypass Tray by pressing the Paper Select Key.



C4007O046CA

12 Press the 10 Key or the 1 Key to display "P".



C4007O067CA

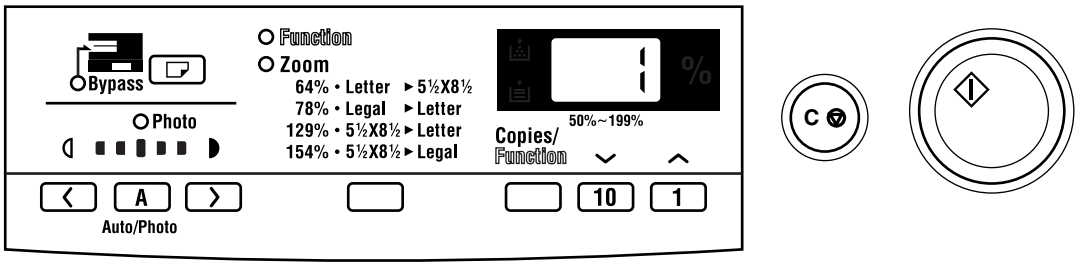
NOTE
Be sure to set the paper type properly when copying onto OHP transparencies or thick paper.

13 Press the Start Key.

4. Specifying the Number of Copies

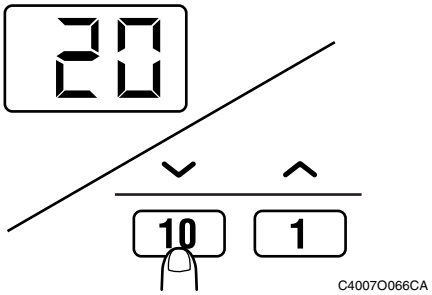
How to specify the number of copies to be generated

The number of copies to be generated can be specified by using the 10 Key and 1 Key.
Each press of the 1 Key increases the number value by one. Each press of the 10 Key increases the number value by 10.



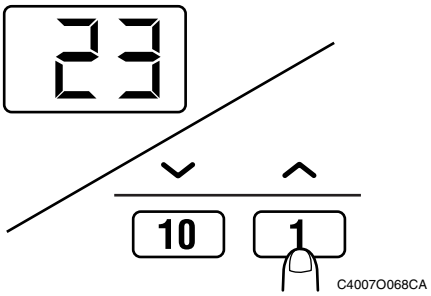
C4007O057CA

1 (Example: Specifying 23 copies.)
Press the 10 Key twice.



C4007O066CA

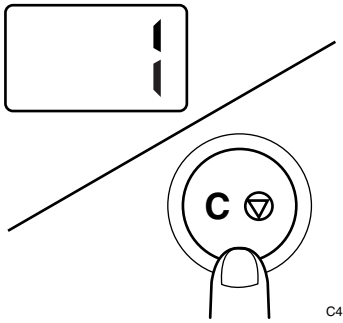
2 Press the 1 Key three times.



C4007O068CA

NOTE

Press the Clear/Stop Key if the wrong number of copies is entered.

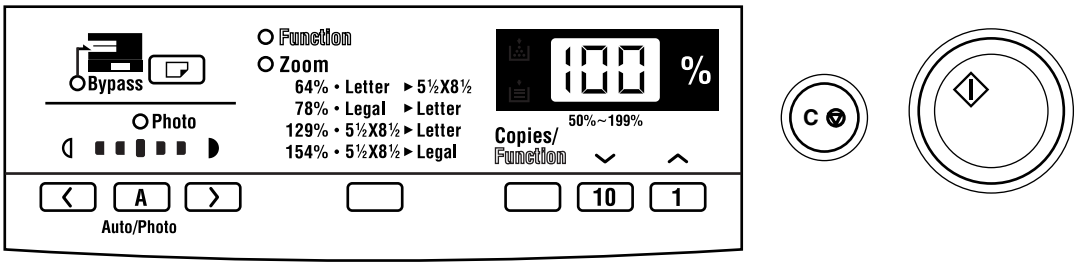


C4007O073CA

5. Specifying the Zoom Ratio

How to specify the zoom ratio

The zoom ratio can be specified by pressing the Zoom Key.
There are two modes to choose from: Standard Copy Zoom and Manual Zoom Select.

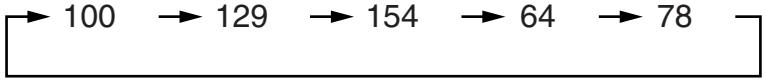


C4007O058CA

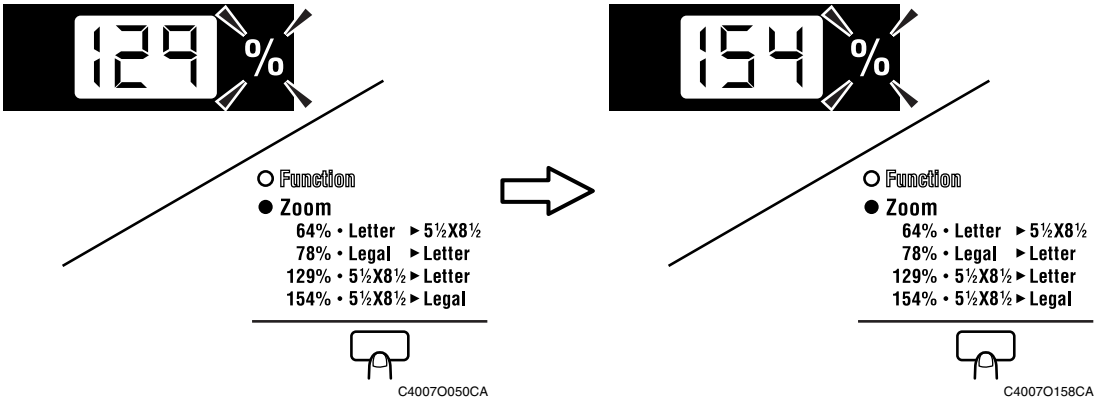
Standard Copy Zoom Mode

With this mode, the most often used preset zoom settings can be selected.

Press the Zoom Key to enable the Copy Zoom Setting Mode.
The following zoom settings can be selected by pressing the Zoom Key.



C4007O159CA



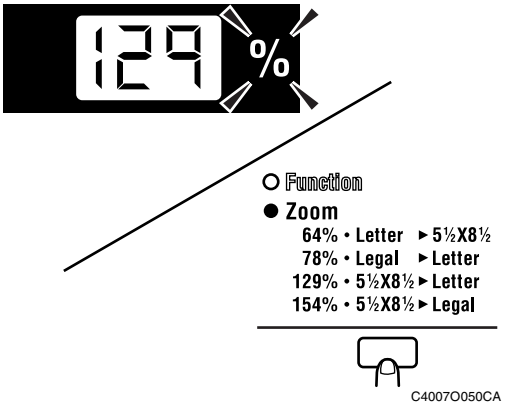
C4007O050CA

C4007O158CA

Manual Copy Zoom Settings

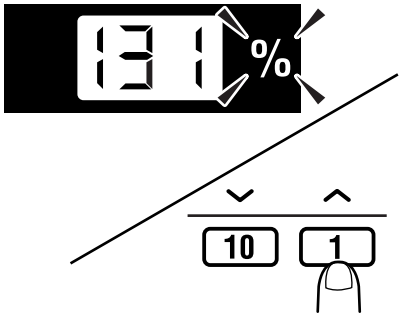
The zoom ratio can be adjusted in single increments with each press of the 10 / 1 Keys.
(Range: 50–199 %)
Press and hold a 10 or 1 Key to rapidly change the zoom ratio.

1 Press the Zoom Key to enter the Copy Zoom Setting Mode.



C4007O050CA

2 Set the zoom ratio using the 10 and 1 Keys.



C4007O161CA

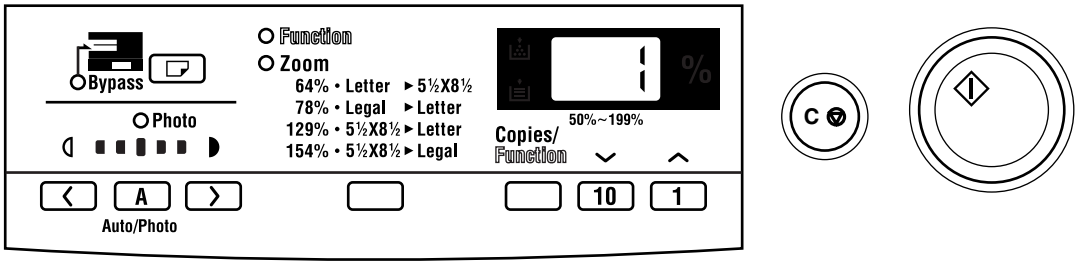
Useful Tips

- *To return the setting to 100%, press the Clear/ Stop Key while in the Copy Zoom Setting Mode.*
- *After approaching the desired zoom ratio, press the 10 / 1 Keys to specify the exact setting.*

6. Selecting the Copy Image Density Mode

How to select the copy image density

The copy image density can be selected by pressing the Auto Exposure Mode Key and the Image Density Key. There are three modes to choose from: Auto Exposure, Manual Exposure and the Photo.

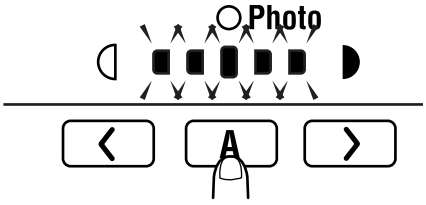


C4007O057CA

Auto Exposure Mode

This mode automatically selects the exposure setting that is optimal for the original document to be copied.

1 Press the Auto Exposure Key until all density level indicators light up.



C4007O044CA

Press the Auto Exposure Mode Key to switch between the Auto Exposure Mode, Manual Exposure Mode and the Photo Mode.

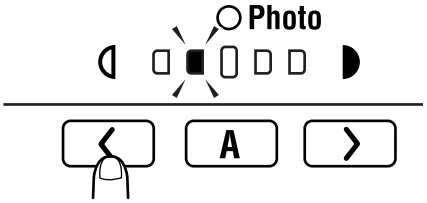
Useful Tips

- *The Auto Exposure Mode is designed to provide optimal density ratios for most applications, however, lighter and darker setting adjustments are possible through the User's Choice Mode.* ☞ *p. 4-5*
- *The Auto Exposure Mode is the default Initial Mode setting. The Manual Exposure Mode or the Photo Mode can be specified through the User's Choice Mode.* ☞ *p. 4-5*

Manual Exposure Mode

This mode allows you to select from nine levels of exposure.

1 Press the Exposure Control Keys to select the optimal level.



C4007O041CA

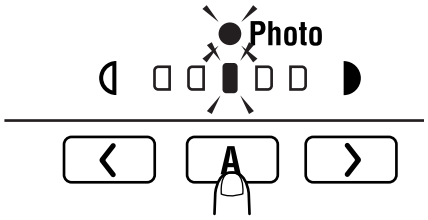
Useful Tips

- *Press the ☐ Exposure Control Key to increase the density of the copy.*
- *Press the ☐ Exposure Control Key to decrease the density of the copy.*

Photo Mode

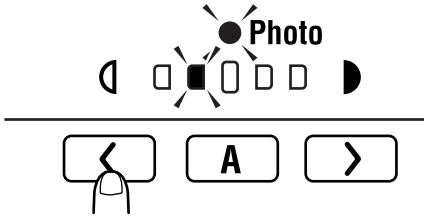
The Photo Mode is optimal for copying documents containing halftones such as photos. This mode allows you to select from nine levels of exposure.

1 Press the Auto Exposure Mode Key to select the Photo Mode



C4007O042CA

2 Press the Exposure Control Keys to select the optimal level.



C4007O043CA

Useful Tips

- *Both the Manual Exposure Mode and the Photo Mode allow you to select from nine levels of exposure.*
- *The indicators appear as follows to indicate the selected exposure level.*

Level	Indicator
Darker (Level 4)	
Darker (Level 3)	
Darker (Level 2)	
Darker (Level 1)	
Normal	
Lighter (Level 1)	
Lighter (Level 2)	
Lighter (Level 3)	
Lighter (Level 4)	

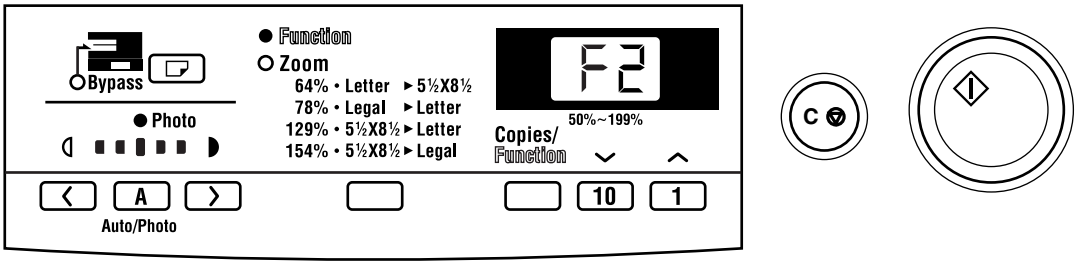
**A higher darker density level indicates a darker exposure; a higher lighter density level indicates a lighter exposure.*

**The Exposure Level Priority for the Manual Exposure Mode and the Photo Mode can be adjusted through the User's Choice Mode.*
☞ *p. 4-5*

7. Selecting the Function Mode

How to select the Function Mode

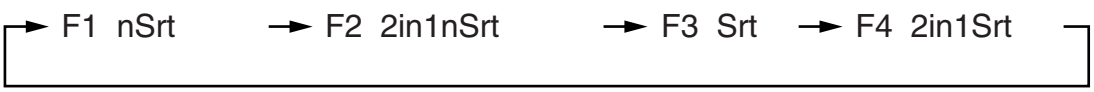
The Function Mode can be selected by pressing the Copies/Function Key.
There are four modes to choose from: Non-Sort Mode, 2in1 Non-Sort Mode, Sort Mode and 2in1 Sort Mode.



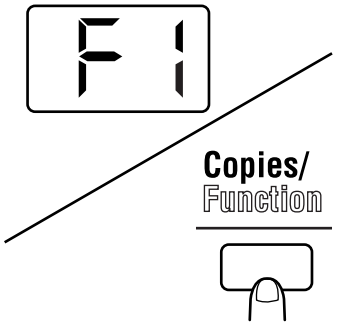
C4007O060CA

Select the Function Mode

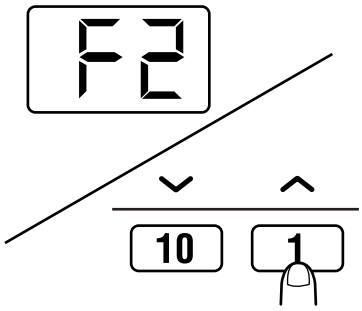
Press the Copies/Function Key to enable the Function Mode.
The following Function Modes can be selected by pressing the 10 / 1 Keys.



C4007O140CA

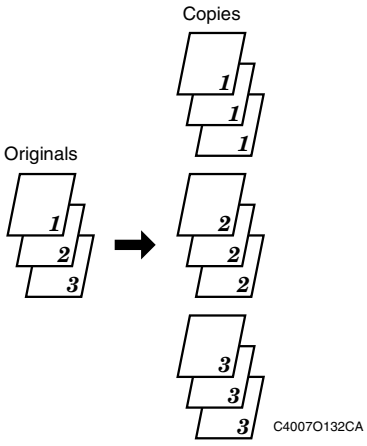


C4007O0747CA



C4007O069CA

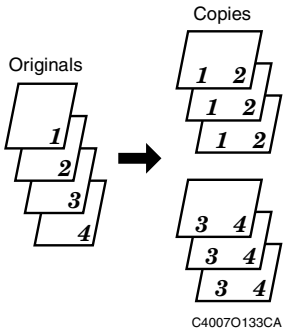
F1: Non-Sort



C4007O132CA

This mode outputs copies of original documents just as they are loaded into the machine.

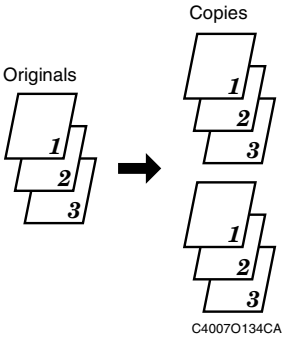
F2: 2in1 Non-Sort (Requires installation of the Automatic Document Feeder and expansion memory)



Copies two original documents onto one sheet of paper and outputs the results in the same order as they were loaded into the machine.

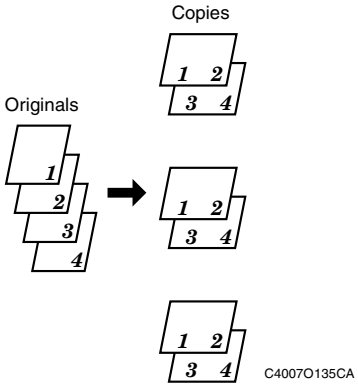
* Use of this function is also made possible only by installing the expansion memory and when the original documents are set directly onto the Original Glass.

F3: Sort (Requires installation of the Automatic Document Feeder and expansion memory)



Copies a set of original documents while automatically sorting them into complete sets.

F4: 2in1 Sort (Requires installation of the Automatic Document Feeder and expansion memory)



Copies two original documents onto one sheet of paper and automatically outputs them into complete sets.

Useful Tip

The Initial Mode's default setting when the Automatic Document Feeder and Expansion Memory are installed is the Sort Mode. However, this setting of the Initial Mode can be changed through the User's Choice Mode. ☞ *p. 4-8*

Notes for using the Function Mode

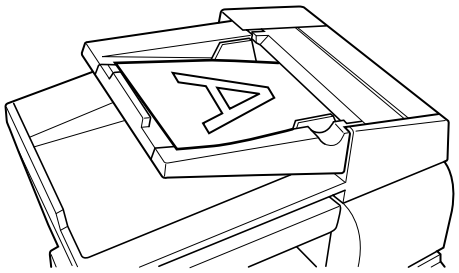
The Function Mode Indicator

- The Function Mode indicator will become lit when settings other than the Initial Mode are selected.
- The Zoom indicator will become lit and the zoom ratio will automatically be decreased when F2 (2in1 Non-Sort) or F4 (2in1 Sort) are selected.

2in1 Copying

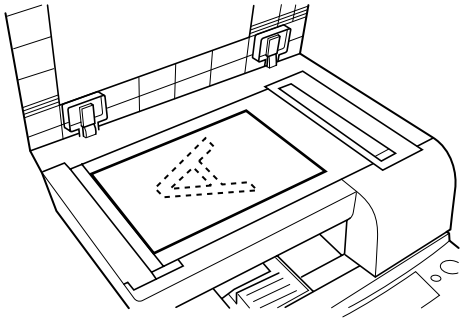
When using the 2in1 function, it is important to set the original documents correctly to prevent them from being output in reverse order.

How to set original documents when making 2in1 copies.



C4007O106CA

When using the Automatic Document Feeder.



C4007O107CA

When setting the original document directly onto the Original Glass.

F2: 2in1 Non-Sort Mode

- The Automatic Document Feeder supports this function.
- This function can also be performed by setting the document directly onto the Original Glass. Place each individual sheet of the original document onto the glass (in the order of first to last) and press the Start Key.
  Be sure to add a blank sheet of paper to an original document that consists of an odd number of sheets.

F4: 2in1 Sort Mode

- The Automatic Document Feeder supports this function.
- This function cannot be used when copying documents that are placed directly onto the Original Glass.

Chapter 4

Using the User's Choice Mode

1. The Total Check Function

How to read the Total Check Function displays

This machine can keep a count of the number of copies that it has generated since it was first set up.

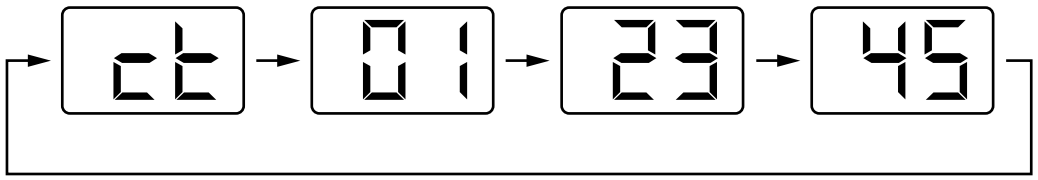
- Total Count
  Shows the total number of copies since the machine was installed.

- PM Count
  Shows the number of copies taken since the last replacement of PM parts (image transfer unit or fusing unit).

Count Displays

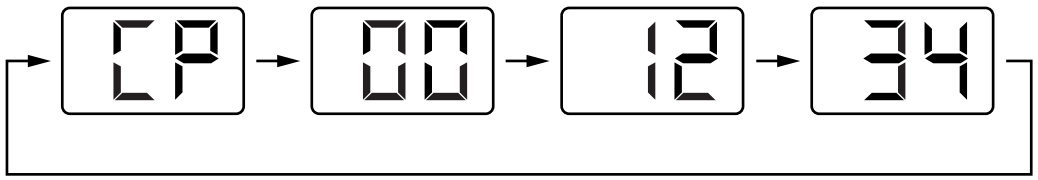
Count displays appear as shown below.

Total Count
(Example) When 12,345 appears on the Total Count display:



C4007O137CA

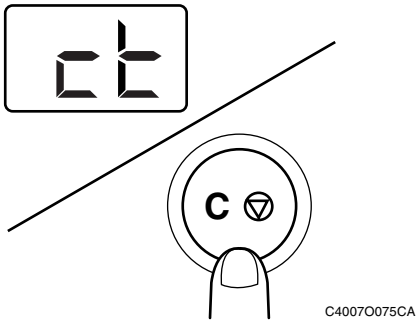
PM Count
(Example) When 1,234 appears on the PM Count display:



C4007O138CA

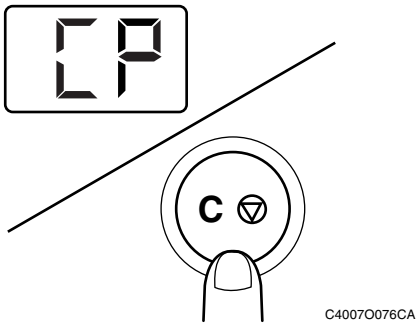
How to select a Total Check Function

1 Press and hold the Clear/Stop Key for three seconds.
The Total Count will be displayed.



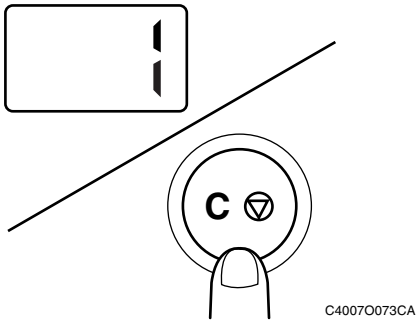
C4007O075CA

2 Press and hold the Clear/Stop Key again, for three seconds, to display the PM Count.



C4007O076CA

3 Press the Clear/Stop Key to return to the previous status mode.



C4007O073CA

2. User's Choice Mode

This mode allows you to determine the default settings for functions that are activated when the main power switch is turned on or the panel is reset with the Auto Panel Reset Function.
The User's Choice Mode is used to program the most commonly used settings of the machine into the Initial Mode.

User's Choice Codes and Functions

Code	Functions	Code	Functions
U1	Auto Panel Reset Function	U8	Manual Feed Input Size
U2	Sleep Function	U9	Density (Automatic Document Feeder)
U3	Disable Sleep Function	U0	Function Mode
U4	Exposure Mode Priority	UA	Tray Priority (for Copier Mode)
U5	Auto Exposure Level Priority	Ub	Image Density (for Printer Mode)
U6	Manual Exposure Level Priority	UC	Tray Priority (for Printer Mode)
U7	Paper Size Select		

Overview of the User's Choice Functions

U1: Auto Panel Reset Function
Sets the period before the Auto Panel Reset Function is enabled after a copy job is completed.
One setting allows you to disable the Auto Panel Reset Function entirely.

Code	Setting	Default
oF	Auto Panel Reset Function is not enabled.	
05	Auto Panel Reset Function is enabled after 30 seconds.	
1	Auto Panel Reset Function is enabled after 1 minute.	○
2	Auto Panel Reset Function is enabled after 2 minutes.	
3	Auto Panel Reset Function is enabled after 3 minutes.	
4	Auto Panel Reset Function is enabled after 4 minutes.	

U2: Sleep Function
Sets the period before the Sleep Function is enabled after a copy job is completed.

Code	Setting	Default
oF	Sleep Function is not enabled.	
1	Sleep Function is enabled after 1 minute.	
:	:	
15	Sleep Function is enabled after 15 minutes.	○
:	:	
120	Sleep Function is enabled after 120 minutes.	

* Be sure to select the U3 User's Choice Function (Disable Sleep Function) to completely disable this function.

U3: Disable Sleep Function
Completely disables the Sleep Function Mode.

Code	Setting	Default
1	Turns OFF the Disable Sleep Function Mode.	○
2	Enables the Disable Sleep Function Mode.	

U4: Exposure Mode Priority
Allows you to select the optimal exposure mode or the Photo Mode from the Initial Mode.

Code	Setting	Default
1	Auto Exposure Mode	○
2	Photo Mode	
3	Manual Exposure Mode	

U5: Auto Exposure Level Priority
The Auto Exposure Mode allows you to select from three exposure level settings.
Allows you to select the initial exposure level settings for the Auto Exposure Mode.

Code	Setting	Default
1	Darker	
0	Normal	○
-1	Lighter	

U6: Manual Exposure Level Priority
Allows you to select the initial exposure level settings for the Manual Exposure Mode and the Photo Mode.

Code	Setting	Default
4	Darker (Level 4)	
3	Darker (Level 3)	
2	Darker (Level 2)	
1	Darker (Level 1)	
0	Normal	○
-1	Lighter (Level 1)	
-2	Lighter (Level 2)	
-3	Lighter (Level 3)	
-4	Lighter (Level 4)	

* A higher darker density level indicates a darker exposure; a higher lighter density level indicates a lighter exposure.

U7: Paper Size Select
Allows you to assign a particular paper size to the paper tray.

Code	Setting	Default
1	Letter L	○
2	Legal L	
3	Half Letter (Invoice) L	

U8: Manual Feed Input Size
Allows you to specify a paper size when loading non-standard size paper into the Manual Bypass Tray.

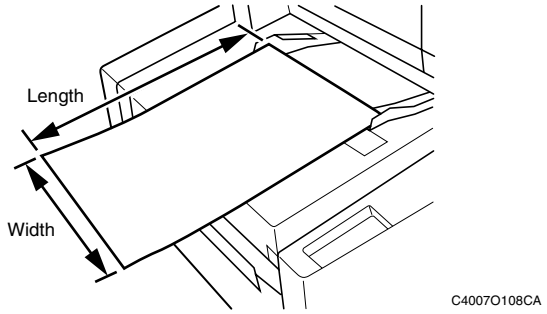
<Paper Width>

Code	Setting	Default
13	128–134 mm (5"–5-1/4")	○
14	135–144 mm (5-1/4"–5-3/4")	
15	145–154 mm (5-3/4"–6")	
16	155–164 mm (6"–6-1/2")	
17	165–174 mm (6-1/2"–6-3/4")	
18	175–184 mm (7"–7-1/4")	
19	185–194 mm (7-1/4"–7-3/4")	
20	195–204 mm (7-3/4"–8")	
21	205–216 mm (8"–8-1/4")	

* After entering the Paper Width Setting, press the Start Key to enter the Paper Length Setting.

<Paper Length>

Code	Setting	Default
18	182–184 mm (7-1/4")	○
19	185–194 mm (7-1/4"–7-3/4")	
20	195–204 mm (7-3/4"–8")	
21	205–214 mm (8"–8-1/2")	
22	215–224 mm (8-1/2"–8-3/4")	
23	225–234 mm (8-3/4"–9-1/4")	
24	235–244 mm (9-1/4"–9-1/2")	
25	245–254 mm (9-3/4"–10")	
26	255–264 mm (10"–10-1/2")	
27	265–274 mm (10-1/2"–10-3/4")	
28	275–284 mm (10-3/4"–11-1/4")	
29	285–294 mm (11-1/4"–11-1/2")	
30	295–304 mm (11-1/2"–12")	
31	305–314 mm (12"–12-1/4")	
32	315–324 mm (12-1/2"–12-3/4")	
33	325–334 mm (12-3/4"–13-1/4")	
34	335–344 mm (13-1/4"–13-1/2")	
35	345–356 mm (13-1/2"–13-3/4")	



U9: Density (Automatic Document Feeder)
Allows you to specify the density level when an original document is set into the Automatic Document Feeder.

Code	Setting	Default
1	Recommended for general copying purposes (text documents).	○
2	Recommended when copying lighter or faded original documents.	

* Only displayed when the Automatic Document Feeder has been installed onto the machine.

U0: Function Mode
Allows you to specify the initial settings of the Function Mode.

Code	Setting	Default
F1	Non-Sort Mode	○
F2	2in1Non-Sort Mode	
F3	Sort Mode	
F4	2in1Sort Mode	

* "F3: Sort Mode" will be enabled when the Automatic Document Feeder and expansion memory are installed.
The "F1" and "F2" settings can be selected when the 16MB/32MB memory board is installed.
The "F1" to "F4" settings can be selected when the 16MB/32 MB memory board and the Automatic Document Feeder are installed.

UA: Tray Priority (for Copier Mode)
Allows you to select the paper tray that will be prioritized for feeding paper to the machine when the power is turned ON.

Code	Setting	Default
1	Paper Tray	
2	Paper Feed Unit	
3	Paper Tray with Auto Tray Switching enabled	○
4	Paper Feed Unit with Auto Tray Switching enabled	

* Only displayed when the Paper Feed Unit has been installed onto the machine.

Ub: Image Density (for Printer Mode)
Allows you to set the print density when outputting documents from a personal computer.

Code	Setting	Default
3	Darker (Level 3)	
2	Darker (Level 2)	
1	Darker (Level 1)	
0	Normal	○
-1	Lighter (Level 1)	
-2	Lighter (Level 2)	
-3	Lighter (Level 3)	

* A higher darker density level indicates a darker exposure; a higher lighter density level indicates a lighter exposure.
* This function is displayed only when the Printer Controller is installed.

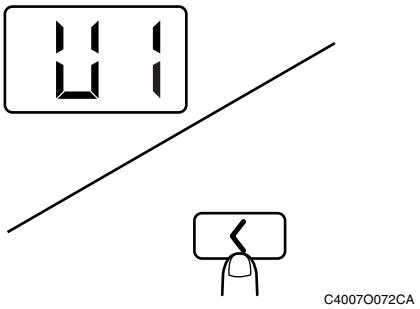
UC: Tray Priority (for Printer Mode)
Allows you to set the prioritized tray for feeding paper into the machine when outputting documents from a personal computer.

Code	Setting	Default
1	Auto Select	○
2	Paper Tray	
3	Paper Feed Unit	

* This function is displayed only when the Printer Controller is installed.

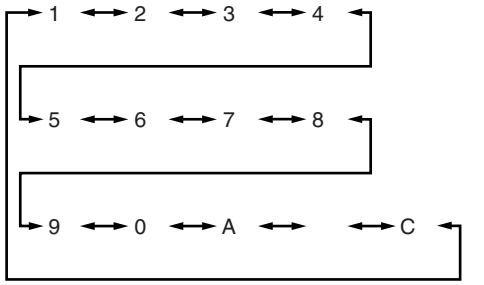
How to select User's Choice Settings

1 Press and hold the Exposure Control Key (Lighter) for three seconds to enter the User's Choice Mode. "U1" will be displayed.



C4007O072CA

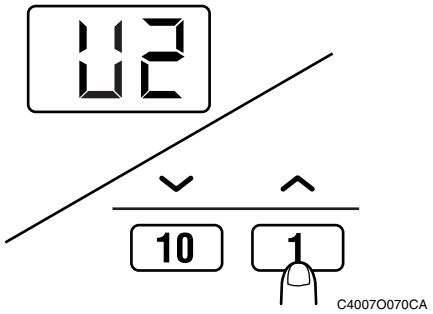
2 The User's Choice Codes will rotate as shown below when the [10] Key and [1] Key are pressed.



C4007O139CA

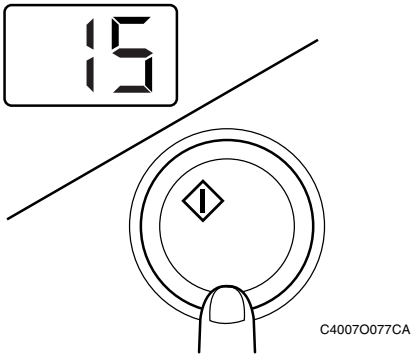
Stop when the desired User's Choice Code is displayed.

*For details on the various User's Choice Codes. ☞ p. 4-4



C4007O070CA

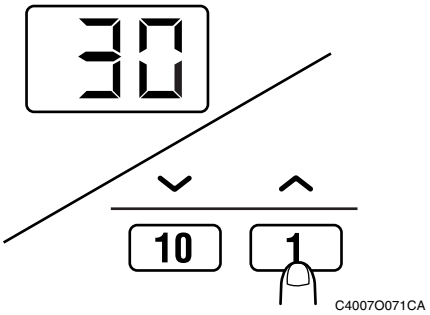
3 Press the Start Key. The currently selected User's Choice Code will be displayed.



C4007O077CA

4 Display the desired User's Choice Code using the [10] Key and the [1] Key.

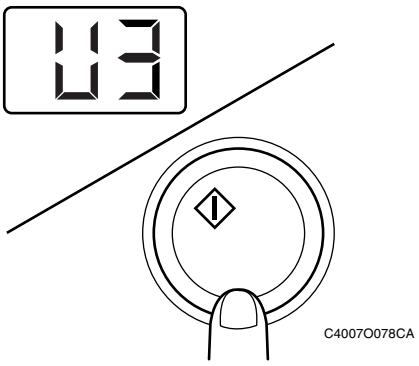
*For details on the various User's Choice Codes. ☞ p. 4-4



C4007O071CA

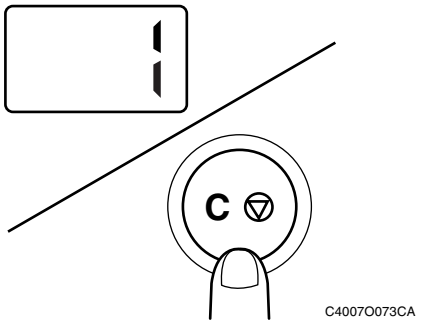
5 Press the Start Key to register the selected setting.

*Repeat steps 2–5 to change additional User's Choice Functions if necessary.



C4007O078CA

6 Press the Clear/Stop Key to return to the previous status mode.

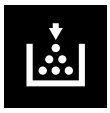


* The User's Choice Mode will be cancelled and the previous status mode will be enabled.

Chapter 5

When an Indicator Lights Up

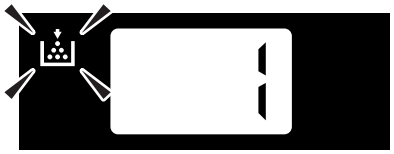
1. Display Messages

Error Indicator	Cause	Response
Toner Empty  C4007O039CA	The toner supply inside of the imaging cartridge has been depleted.	Replace the imaging cartridge using the procedure provided. ☞ p. 5-4
Paper Empty C4007O040CA	The paper supply has been depleted.	Replenish the paper supply using the procedure provided. ☞ p. 5-6
Paper Misfeed C4007O020CA	Paper has been misfed somewhere within the machine.	Clear the paper misfeed using the procedure provided. ☞ p. 5-8
C4007O021CA	Paper has been misfed somewhere within the machine.	Clear the paper misfeed using the procedure provided. ☞ pp. 5-9, 5-10
C4007O022CA	Paper has been misfed as it was being output from the machine.	Clear the paper misfeed using the procedure provided. ☞ pp. 5-9, 5-10
C4007O023CA	A paper misfeed has occurred at the Automatic Document Feeder.	Clear the paper misfeed from the Automatic Document Feeder using the procedure provided. ☞ p. 5-11
Trouble C4007O024CA	The memory capacity of the machine has been exceeded.	Return the machine to normal operating status by pressing any key other than the Start Key. (Data will be deleted from the memory.)
C4007O025CA	A paper size error has occurred.	Return the machine to normal operating status by pressing any key other than the Start Key. Check the paper size that is set in the machine and change the User's Choice settings accordingly. ☞ p. 4-6

Error Indicator	Cause	Response
C4007O026CA	An internal error has occurred.	Reset the machine using the procedure provided. ☞ p. 5-12
Cover Open C4007O027CA	The Upper Half of the Machine is open.	Make sure that the Upper Half of the Machine is securely closed.
C4007O028CA	The Automatic Document Feeder is open.	Make sure that the Automatic Document Feeder is securely closed.
C4007O029CA	The Paper Misfeed Guide of the Automatic Document Feeder is open.	Make sure that the Paper Misfeed Guide of the Automatic Document Feeder is securely closed.

2. The Toner Empty Indicator

The error indicator displayed here will appear when the toner supply inside of the imaging cartridge has been depleted. The machine will not be operable under these circumstances.
Follow the procedure provided below to replace the imaging cartridge when this indicator is displayed.

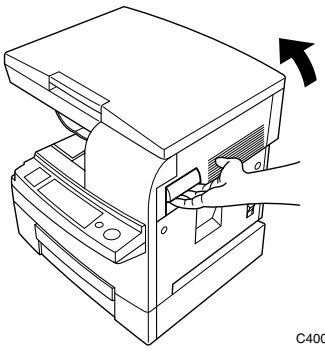


C4007O038CA

How to replace the imaging cartridge

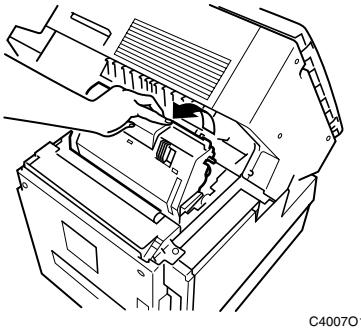
NOTE
Be careful not to touch the areas marked ⚠ **CAUTION: HOT** *with bare hands.*

1 Pull the lock release lever and fold open the Upper Half of Machine.



C4007O109CA

2 Remove the imaging cartridge.

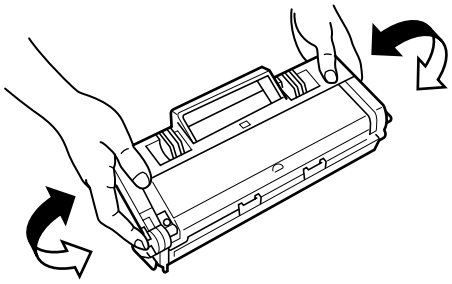


C4007O110CA

NOTE
The metal parts within the machine are hot. Avoid placing your hands in direct contact with the metal fittings within the machine to avoid injury.

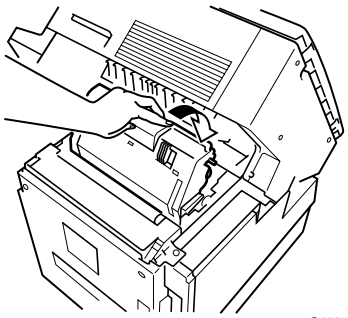
3 Remove the new imaging cartridge from its protective packaging.

4 Holding it with both hands, shake it 4 or 5 times in the direction of the arrows to distribute the toner evenly.



C4007O111CA

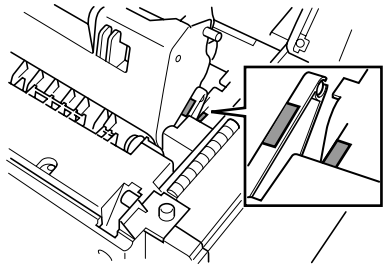
5 Install a new imaging cartridge.



C4007O112CA

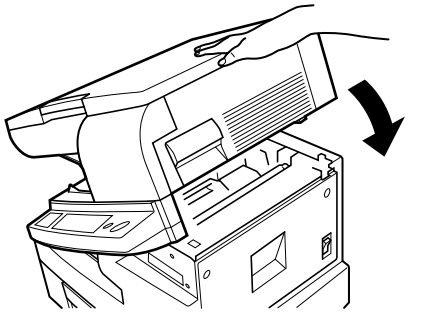
Useful Tip

The imaging cartridge can easily be installed by aligning the front of the cartridge with the marker provided within the machine.



C4007O113CA

6 Gently swing down and lock the Upper Half of Machine. Then, close the Front Door.



C4007O114CA

NOTE

Only use replacement imaging cartridges that were designed for use specifically with this machine. Use of other imaging cartridges may result in irregular machine performance.

Disposal of imaging cartridges

Always follow the local guidelines for your area when disposing of used imaging cartridges.

3. Paper Empty Indicator

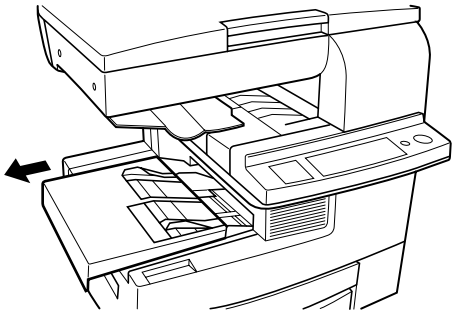
The error indicator displayed here will appear when the paper supply inside of the machine has been depleted. The machine will not be operable under these circumstances.
Follow the procedure provided below to replenish the paper supply when this indicator is displayed.

C4007O037CA

How to replenish the paper supply

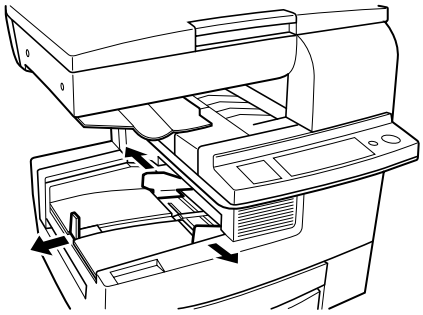
Paper Tray

1 Remove the Manual Bypass Tray.



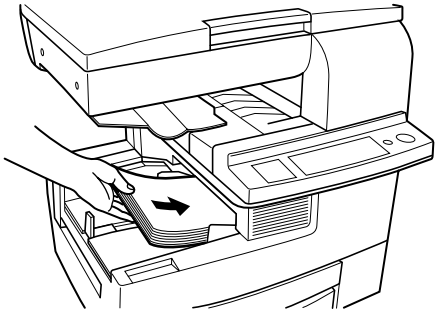
C4007O115CA

2 Open the Document Guide Plates.



C4007O116CA

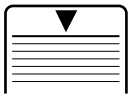
3 Set the paper into the tray so that its front side is facing up.



C4007O117CA

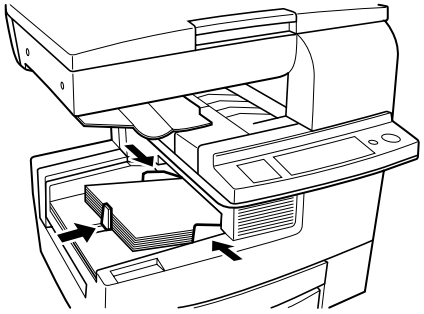
NOTE

The paper should be loaded no higher than the ▼ (Max. Level Indicator).



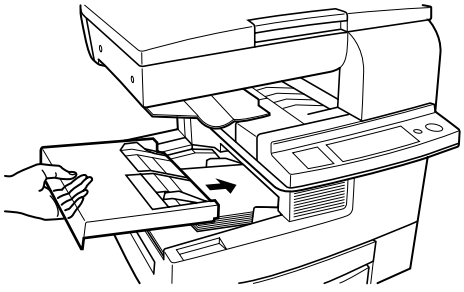
C4007O162CA

4 Slide the Document Guide Plates up against the edges of the paper stack.



C4007O118CA

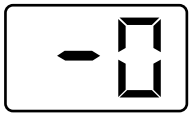
5 Replace the Manual Bypass Tray.



C4007O119CA

NOTE

The following indicator will appear in the display after replenishing the paper:

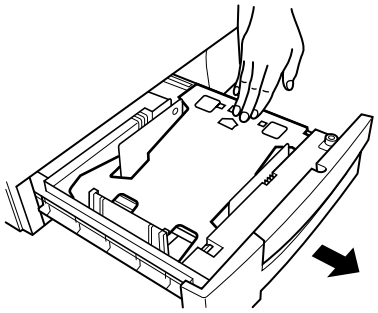


C4007O017CA

The copy job is still saved in the machine's memory.
Press the Start Key to resume operations.

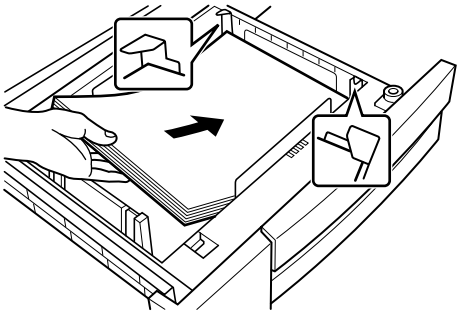
Paper Feed Unit

1 Slide out the Paper Drawer and press down the Paper Lifting Plate.



C4007O141CA

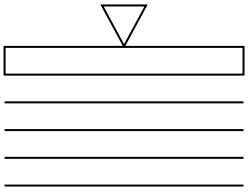
2 Load the paper stack into the Paper Drawer so that its front side faces down. Make sure that the paper stack rests under the two catches of the Paper Drawer.



C4007O120CA

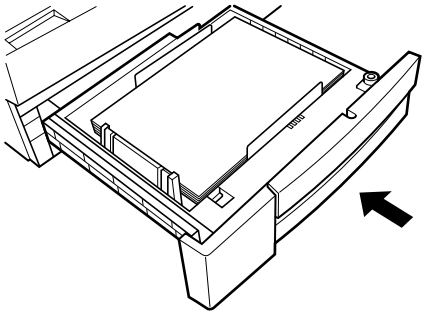
NOTE

The paper should be loaded no higher than the ▽ (Max. Level Indicator) on the Edge Guide.



C4646U009CA

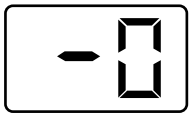
3 Gently slide the Paper Drawer back in.



C4007O121CA

NOTE

The following indicator will appear in the display after replenishing the paper:



C4007O017CA

The copy job is still saved in the machine's memory.
Press the Start Key to resume operations.

4. Paper Misfeed Indicators

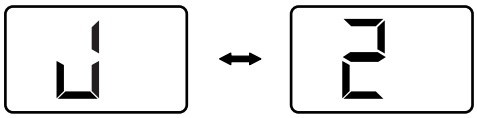
If a paper misfeed occurs, the machine will stop operating, the letter "J" will flash alternately with a number or the "PC" indicator will flash.

PC Indicator

C4007O015CA

J Indicator

Example: The J2 indicator
(Flashing alternately)



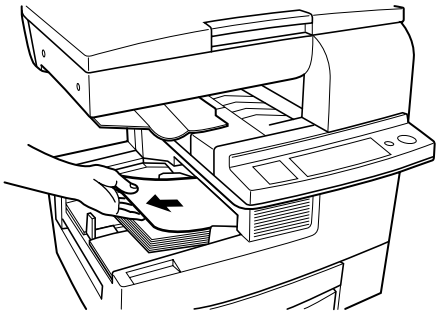
C4007O013CA C4007O014CA

Clearing paper misfeeds

PC

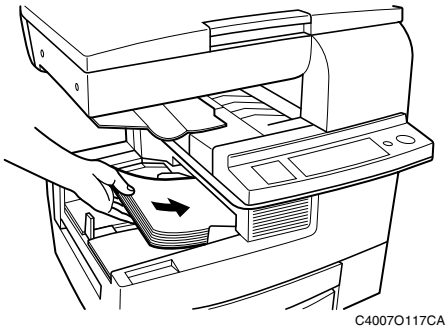
<Paper Tray>

1 Remove the Manual Bypass Tray and remove the misfeed.



C4007O153CA

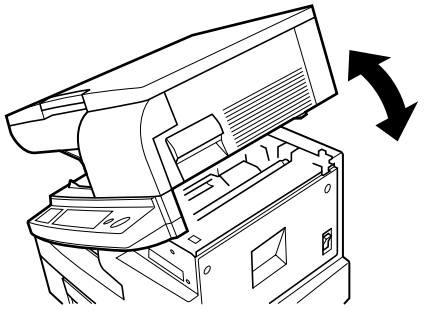
2 Remove the paper and reset it back into the Paper Tray.



C4007O117CA

3 Return the Manual Bypass Tray.

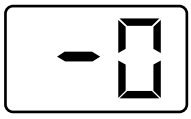
4 Pull the Lock Release Lever to open and close the Upper Half of the Machine.



C4007O152CA

NOTE

The following indicator will appear in the display after clearing the paper misfeed:

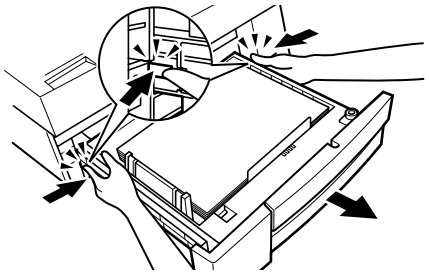


C4007O017CA

The copy job is still saved in the machine's memory.
Press the Start Key to resume operations.

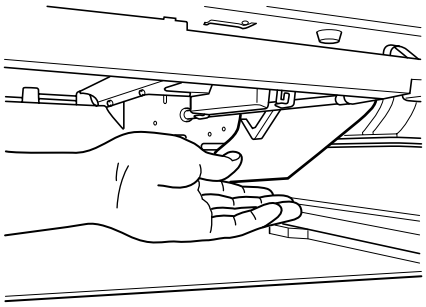
<Paper Feed Unit>

1 Press in the tray stoppers, and then remove the Paper Drawer.



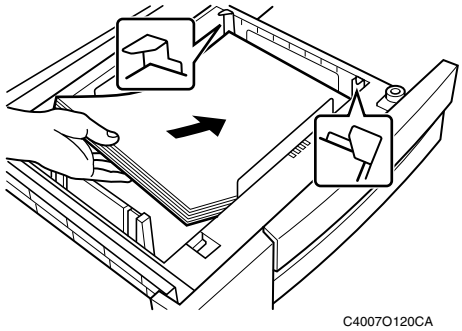
C4007O163CA

2 Remove the misfed sheet of paper.



C4007O164CA

3 Make sure that the paper is correctly loaded in the Paper Drawer.



C4007O120CA

4 Gently slide the Paper Drawer back in.

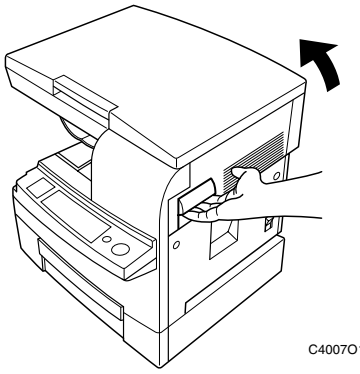
5 Pull the Lock Release Lever to open and close the Upper Half of the Machine.

J2/J3

NOTE

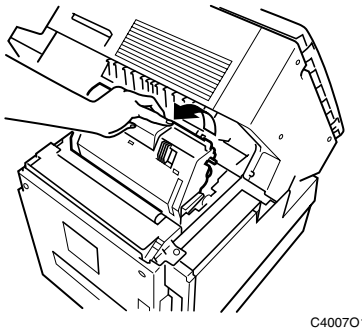
Be careful not to touch the areas marked ⚠ **CAUTION: HOT** *with bare hands.*

1 Pull the Lock Release Lever and fold open the Upper Half of Machine.



C4007O109CA

2 Remove the imaging cartridge.

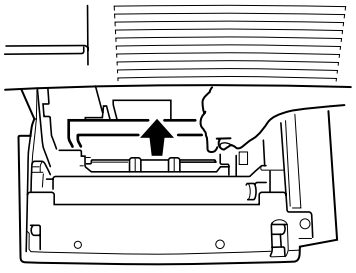


C4007O110CA

CAUTION : HOT

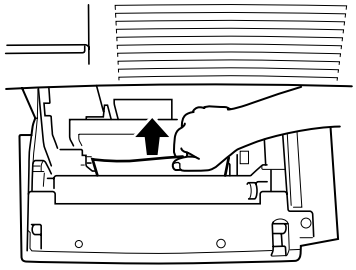
The metal parts within the machine are hot. Avoid placing your hands in direct contact with the metal fittings within the machine to avoid injury.

3 Open the Guide Plates.



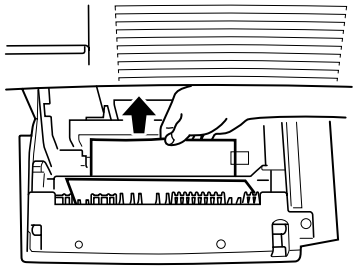
C4007O122CA

4 Remove the misfed sheet of paper.



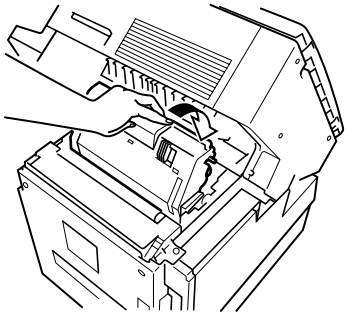
C4007O123CA

5 Remove a misfed sheet of paper jammed in the Transport Section by pulling it from the bottom of the Fusing Unit.



C4007O124CA

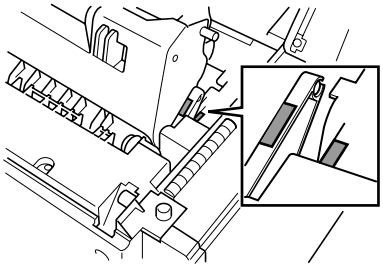
6 Re-install the imaging cartridge.



C4007O112CA

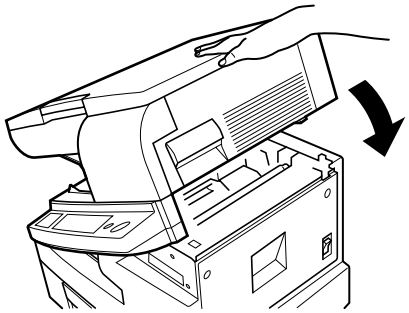
Useful Tip

The imaging cartridge can easily be installed by aligning the front of the cartridge with the marker provided within the machine.



C4007O113CA

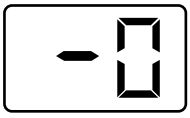
7 Close the Upper Half of Machine.



C4007O114CA

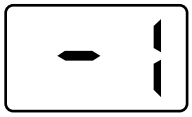
NOTE

The following indicator will appear in the display after clearing the paper misfeed:

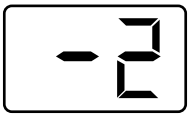


C4007O017CA

The copy job is still saved in the machine's memory.
Press the Start Key to resume operations.



C4007O018CA

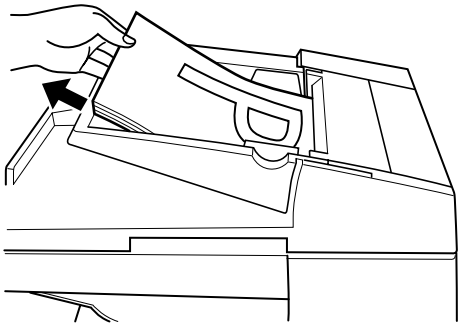


C4007O019CA

Load the number of pages that are displayed into the Document Feed Tray again to proceed with the copy job.

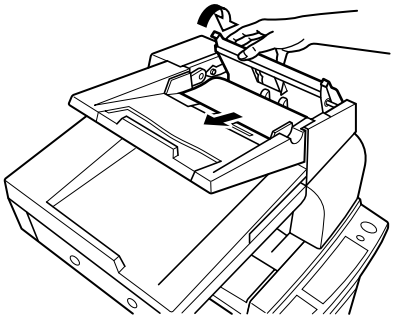
J8

1 Remove the original document from the Document Feed Tray.



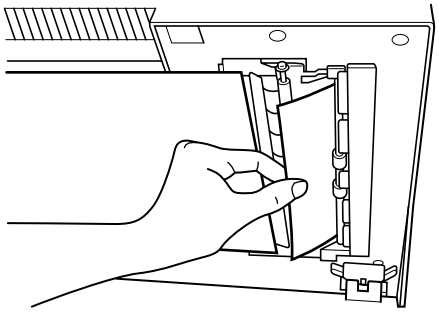
C4007O125CA

2 Open the Paper Misfeed Guide and gently remove the paper misfeed.



C4007O126CA

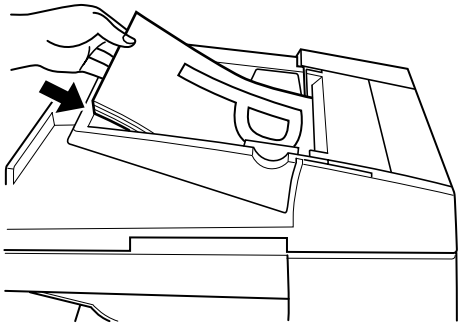
3 Open the Automatic Document Feeder and gently remove the paper misfeed.



C4007O149CA

4 Close the paper misfeed guide.

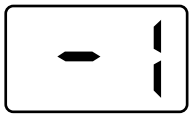
5 Place the original document that was removed in step 1 into the Automatic Document Feeder again.



C4007O127CA

NOTE

The following indicator will appear in the display after clearing the paper misfeed:



C4007O018CA

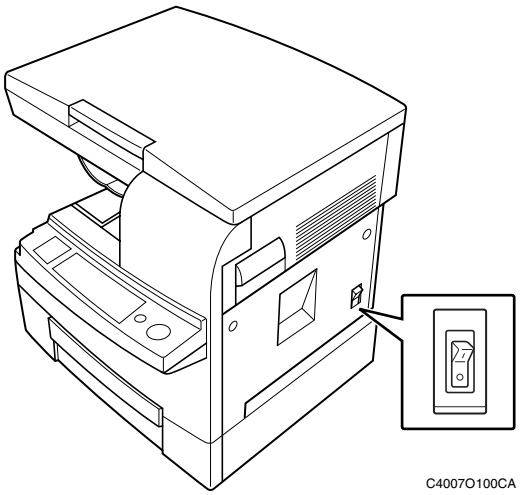
Load the number of pages that are displayed into the Automatic Document Feeder again to proceed with the copy job.

5. Trouble Indicator

If an error occurs within the machine, a “CXXXX” trouble code appears in the display.

How to reset the machine

Press the Power Switch to turn the machine off, then on again.



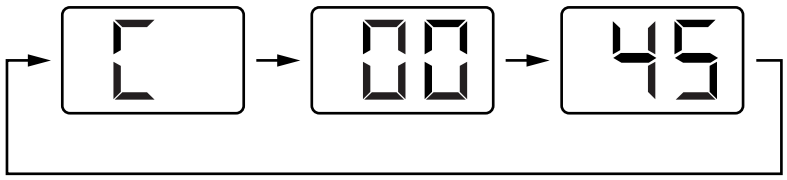
C4007O100CA

* Should a “CXXXX” trouble code continue to appear in the display after resetting the machine, please contact your technical representative.

NOTES

- *When calling your Technical Representative, give him or her the malfunction code shown on the Message Display.*

(Example) Malfunction Code: C0045



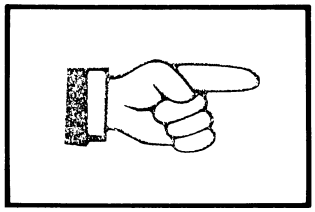
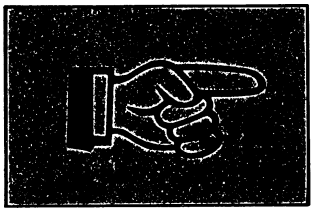
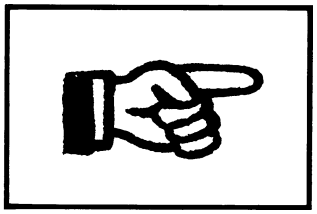
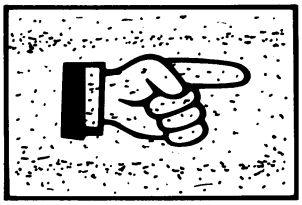
C4007O142CA

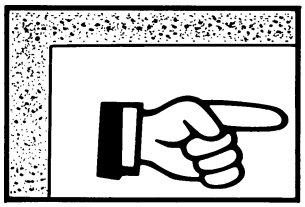
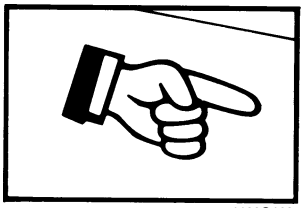
- *After calling your Technical Representative, turn OFF the Power Switch and unplug the power cord.*

Chapter 6

Troubleshooting

1. Improving Image Quality

Symptom	Possible Cause	Action
The image is too light.  1074O108	A “lighter” exposure level for the Auto Exposure Mode has been specified.	Adjust the Auto Exposure Level Priority of the User’s Choice Mode. ☞ p. 4-5 Or, disable the Auto Exposure Mode and adjust settings manually through the Manual Exposure Mode. ☞ p. 3-14
	A “lighter” exposure level for the Manual Exposure Mode has been specified.	Adjust the exposure setting using the Exposure Control Keys. ☞ pp. 3-14, 3-15
	The paper is damp.	Replace the paper. ☞ p. 5-6
The image is too dark.  1074O109	A “darker” exposure level for the Auto Exposure Mode has been specified.	Adjust the Auto Exposure Level Priority of the User’s Choice Mode. ☞ p. 4-5 Or, disable the Auto Exposure Mode and adjust settings manually through the Manual Exposure Mode. ☞ p. 3-14
	A “darker” exposure level for the Manual Exposure Mode has been specified.	Adjust the exposure setting using the Exposure Control Keys. ☞ pp. 3-14, 3-15
	The surface of the Original Glass is dirty.	Wipe the Original Glass clean with a soft cloth. ☞ p. 7-4
	The original document is not securely placed upon the Original Glass.	Place the original document securely on the Original Glass.
The copy appears blurred.  1074O110	The paper is damp.	Replace the paper. ☞ p. 5-6
The copy has unintended specks or spots.  1139O166	The surface of the Original Glass is dirty.	Wipe the Original Glass clean with a soft cloth. ☞ p. 7-4
	The Original Pad is dirty.	Wipe the Original Pad clean with a soft cloth. ☞ p. 7-4
	The original document is a second-generation copy or an OHP transparency (or other translucent media), etc.	Set a blank sheet of paper over the original document. ☞ p. 3-5
	Images from the backside of a double-sided document may be reproduced when the front side is copied.	Lower the exposure level setting using the Exposure Control Key. ☞ pp. 3-14, 3-15

Symptom	Possible Cause	Action
Unintended markings appear along the edges of the copy.  1139O169	The Original Pad is dirty.	Wipe the Original Pad clean with a soft cloth. ☞ p. 7-4
	The selected paper size is larger than the original document (zoom ratio is set to full size 100%)	Specify a paper size that is appropriate to the original document. ☞ p. 3-6
	The original document is not placed in the proper orientation on the Original Glass (zoom ratio is set to full size 100%)	Place the original document correctly on the Original Glass. ☞ p. 3-4
	The zoom ratio setting does not match the size of the original document.	Select a suitable zoom ratio setting. ☞ pp. 3-12, 3-13
The copy appears uneven or at a tilt.  1139O168	The original document has not been set properly.	Set the scale of the original document properly. ☞ p. 3-5 Adjust the Document Guide Plates properly when the original document is placed into the Automatic Document Feeder. ☞ p. 3-4
	There is an obstruction on the Original Glass (when using the Automatic Document Feeder).	Remove the obstruction and wipe the Original Glass clean with a soft cloth. ☞ p. 7-4

2. Correcting Functional Problems

Symptom	Check for:	Actions
Nothing is displayed on the Control Panel.	Does the green light in the Start Key turn on?	The Sleep Function has been enabled. Press the Start Key to disable this mode.
Nothing happens when the Start Key is pressed.	Has an Error or Trouble Indicator become lit?	Follow the procedures provided. ☞ p. 5-2
	Has the machine just been turned on?	The machine is warming up. Please wait a few moments.
The machine will not turn ON.	Has the power cord been unplugged?	Plug in the power cord.
	The circuit breaker for the room is open.	Close the circuit breaker.
The green light of Start Key will not turn OFF immediately.	Do you turn off the Power Switch in sleeping mode?	In Sleeping mode, it will take 23 seconds to turn off the green light of Start Key.

* If these procedures do not correct the problem, turn OFF the Power Switch, unplug the power cord from the power outlet and contact your Technical Representative.

Chapter 7

Miscellaneous

1. Specifications

Machine

Model name	Di151
Type	Desktop
Platen Type	Stationary
Photoconductor	OPC
Copying System	Electrostatic Dry Powdered Image Transfer
Developing System	Fine Micro-Toning System
Fusing System	Lamp-Heater Roller
Document Reader	CCD Line Sensor
Resolution	600 × 600dpi
Memory	8MB (Standard)
Original Documents	Formats: Sheet, Book Maximum Paper Size: 8-1/2" × 14" Maximum Paper Weight: 6-1/2 lbs.
Paper Varieties	Plain Paper (16–24 lbs.) Recycled Paper Special Paper and Media: OHP, Thick paper (24–43-1/4 lbs.) * Special paper and media must be fed through the Manual Bypass Tray.
Paper Sizes	Paper Tray: (Drawer) Legal L, Letter L, Half Letter (Invoice) L Manual Bypass Tray: Legal L, Letter L, Half Letter (Invoice) L Maximum Paper Size: 8-1/2" × 14" Minimum Paper Size: 5" × 7-1/4"
Paper Feeding System	Drawer: 250 Sheets Manual Bypass Tray: 1 Sheet
Warm-up Time	30 seconds or less at ambient temperature of 23 °C/73 °F
First Copy	11 seconds or less (Letter L)
Copy Speed	Letter L: 15 copies/minute
Magnification Ratios	Fixed Ratios Full Size: 1 : 1 ±1.0 % Enlargement Ratios: Inch 154 %, 129 % Reduction Ratios: Inch 78 %, 64 % Zoom Ratios: From 50–199 % (in 1 % increments)
Continuous Copies	1–100 Sheets
Exposure Control	Auto Exposure Mode Photo Mode Manual Exposure Mode
Power Requirements	AC 120 V 60 Hz
Power Consumption	715 W
Dimensions	Width 22-1/4" × Depth 20-3/4" × Height 17-1/2" (Including Original Cover)
Weight	62 lbs.

Automatic Document Feeder

Original Documents	Plain Paper (13–29 lbs.)
Original Sizes	Legal L–Half Letter (Invoice) L
Original Weight	Up to 50 sheets
Dimensions	Width 21-3/4" × Depth 15-1/2" × Height 6-1/4"
Weight	8-3/4 lbs.

Paper Feed Unit

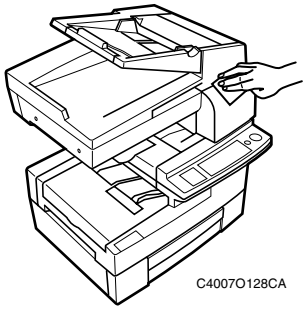
Paper Type	Plain Paper (16–24 lbs.)
Paper Size	Letter L
Capacity	500 Sheets
Dimensions	Width 21-1/2" × Depth 17-3/4" × Height 5"
Weight	12-1/4 lbs.

2. Care and Maintenance

Cleaning

Outer Cover

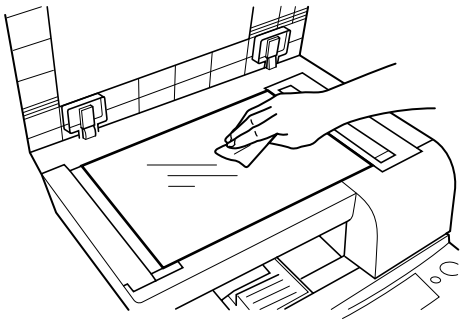
Wipe the exterior surface of the machine clean with a soft cloth.



C4007O128CA

Original Glass

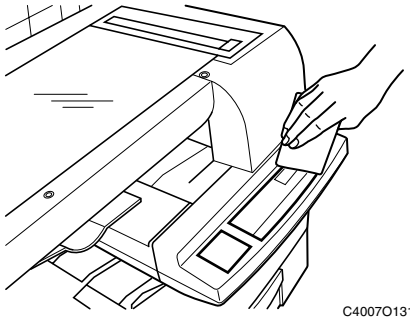
1. Open the Original Cover.
2. Wipe the surface of the Original Glass clean with a soft cloth.



C4007O129CA

Control Panel

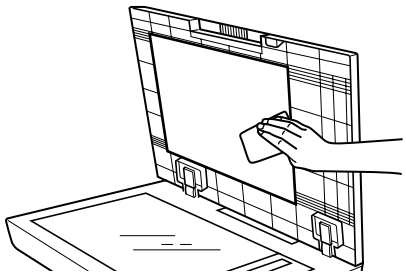
1. Turn the main power switch OFF.
2. Wipe the surface of the Control Panel clean with a soft cloth.



C4007O131CA

Original Pad

1. Open the Original Cover.
2. Wipe the surface of the Original Pad clean with a soft cloth dampened with a mild home detergent.



C4007O130CA

3. Paper Size and Zoom Ratio Table

Paper Size

Name	Size (Metric)	Size (Inch)
A 4	210 mm × 297 mm	8-1/4 × 11-3/4
A 5	148 mm × 210 mm	5-3/4 × 8-1/4
A 6	105 mm × 148 mm	4-1/4 × 5-3/4
B 5	182 mm × 257 mm	7-1/4 × 10
B 6	128 mm × 182 mm	5 × 7-1/4
Post Card	100 mm × 148 mm	4 × 5-3/4

Name		Size (Inch)	Size (Metric)
Legal		8-1/2 × 14	216 mm × 356 mm
Foolscap	Government Legal	8-1/2 × 13	216 mm × 330 mm
Foolscap		8 × 13	203 mm × 330 mm
Foolscap	Folio	8-1/4 × 13	210 mm × 330 mm
8-1/4 × 11-3/4		8-1/4 × 11-3/4	210 mm × 301 mm
Letter		8-1/2 × 11	216 mm × 279 mm
Government Letter		8 × 10-1/2	203 mm × 267 mm
Quarto		8 × 10	203 mm × 254 mm
Statement	Half Letter (Invoice)	5-1/2 × 8-1/2	140 mm × 216 mm

Zoom Ratio

Metric Areas		
Original Size	Paper Size	Zoom Ratio
A 4 210 × 297 mm 8-1/2 × 11-3/4	A 5	70 %
	B 5	86 %
A 5 148 × 210 mm 5-3/4 × 8-1/4	A 6	70 %
	B 6	86 %
	A 4	141 %
	B 5	122 %
A 6 105 × 148 mm 4-1/4 × 5-3/4	A 5	141 %
	B 6	122 %
B 5 182 × 257 mm 7-1/4 × 10	A 5	81 %
	B 6	70 %
	A 4	115 %
B 6 128 × 182 mm 5 × 7-1/4	A 6	81 %
	A 5	115 %
	B 5	141 %

Inch Areas		
Original Size	Paper Size	Zoom Ratio
Legal 8-1/2 × 14 215.9 × 355.6 mm	Letter	78 %
Letter 8-1/2 × 11 215.9 × 279.4 mm	Half Letter (Invoice)	64 %
Half Letter (Invoice) 5-1/2 × 8-1/2 139.7 × 215.9 mm	Legal	154 %
	Letter	129 %

Zoom Ratio = Copy Paper Size ÷ Original Size

1 (inch) = 25.4 mm

1 mm = 0.0394 (inch)

3. Paper Size and Zoom Ratio Table

Appendix

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MINOLTA CO., LTD.
Image Information Products Marketing Headquarters
3-13, 2-Chome, Azuchi-Machi, Chuo-ku, Osaka 541-8556, Japan

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